



CITY COUNCIL AGENDA

April 25, 2022 –

5:00 p.m.

City Council Workshop

6:00 p.m.

City Council EDA Meeting

And City Council Meeting

City Council Chambers

310 Elm Street W.

Norwood Young America, MN 55368

CITY COUNCIL SPECIAL WORKSHOP

1. CALL MEETING OF THE SPECIAL WORKSHOP TO ORDER

- 1.1. Approve Agenda
2. Bolton & Menk Street CIP discussion—Jake Saulsbury, P.E.
3. Eklo Development Fess discussion—Angela Brumbaugh, City Clerk/Treasurer
4. School Speed Zone discussion—Cpl. Jordan Voigt, Deputy Sheriff—Carver County
5. Newsletter discussion—Karen Hallquist, Economic Development and Marketing Director
6. Adjournment

EDA

2. CALL MEETING OF THE EDA TO ORDER

- 2.1. Pledge of Allegiance
- 2.2. Approve Agenda
- 2.3. Approve the minutes of March 28, 2022
- 2.4. Adjournment

CITY COUNCIL

3. CALL MEETING OF THE CITY COUNCIL TO ORDER

4. APPROVE AGENDA

5. INTRODUCTIONS, PRESENTATIONS, PROCLAMATIONS, AWARDS, AND PUBLIC COMMENT

(Individuals may address the City Council about any non-agenda item of concern. Speakers must state their name, address, and limit their remarks to three minutes. The City Council will not take official action on these items but may refer the matter to staff for a future report or direct that the matter be scheduled for a future meeting agenda.)

6. CONSENT AGENDA

(NOTE TO THE PUBLIC: All those items listed as part of the Consent Agenda will be approved by a single motion unless a request to discuss one of those items is made prior to that time. Anyone present at the meeting may request an item to be removed from the consent agenda. Please inform the Council when they approve the agenda for this meeting.)

- 6.1. Approve minutes of April 11, 2022
- 6.2. Approve minutes of January 12, 2022, Joint Commission Meeting
- 6.3. Approve payment of Claims
- 6.4. Andy Wigfield—EMT hiring recommendation
- 6.5. Seasonal Public Services—hiring recommendations
- 6.6. Part-time Public Services employee—hiring recommendation
- 6.7. Application for Exempt Gambling Permit—Young America Baseball Club

7. PUBLIC HEARING-NONE

8. OLD BUSINESS

9. NEW BUSINESS

- 9.1. John Edison, City Attorney's Office
- 9.2. David Flavin, Nesbit Agencies—LMCIT recommendation
- 9.3. Old Town Architect RFQ-Administrator Aukrust
- 9.4. Eklo Development Fees—Angela Brumbaugh and Karen Hallquist
- 9.5. Resolution 2022-09 A Resolution Approving the 2022-2023 Emergency Evacuation Plan for Faxon Court
- 9.6. Resolution 2022-11 A Resolution Approving A Combined Preliminary and Final Planned Unit Development (PUD) Overlay for 18 3rd Avenue SE
- 9.7. Draft Ordinance 346 Ground Mounted Solar System discussion
- 9.8. Resolution 2022-13 A Resolution Approving the Master Partnership Contract with the Minnesota Department of Transportation

10. COUNCIL MEMBER / MAYOR AND STAFF REPORTS

11. ADDITIONAL INFORMATION

- Hwy 212 Public Open House—Tuesday, May 3, 2022, from 4:30-6:30 p.m.—Cologne Community Center located at 1211 Village Pkwy, Cologne, MN 55322
- Rental Dwelling update

12. ADJOURNMENT

The following informational items have been included in the Council packet for informational purposes, council review, and discussion. No action is required by the City Council.

UPCOMING MEETINGS / EVENTS

- **Arbor Day Tree Planting Ceremony Friday, April 29th at 10:00 AM at City Hall (Elm Street entrance)**
- **The City of Norwood Young America is once again bringing residents a city-wide cleanup day! Saturday, April 30th, from 8:00 AM-Noon in the Central School parking lot.**
- **Citizens State Bank has partnered with the City of Norwood Young America to provide document shredding from 9 AM-Noon.**
- ***You must be a resident of the City of Norwood Young America. There will be a verification of residency upon entry—you may use a valid Id or current NYA utility bill.***

April 28, 2022	Small Business Week Event: Morning Mocha	8:00 AM – 9:00 AM/City Hall
April 29, 2022	Arbor Day Tree Planting Ceremony	10:00 AM/City Hall-Elm St. entrance
April 30, 2022	City-wide Cleanup Day	8:00 AM-Noon/Central School parking lot
May 2, 2022	Planning Commission	6:00 PM
May 6, 2022	NYA Food Distribution	2:00 PM
May 9, 2022	City Council Meeting	6:00 PM
May 11, 2022	Economic Development Commission	5:00 PM
May 17, 2022	Park & Rec Commission	4:45 PM
May 19, 2022	Senior Advisory	9:00 AM
May 23, 2022	Workshop/EDA/City Council Meeting	5:00 PM/6:00 PM



TO: Honorable Mayor Lagergren and City Council Members

FROM: Angela Brumbaugh, City Clerk/Treasurer

DATE: April 25, 2022

RE: Bolton and Menk Street Capital Improvement Plan

Jake with Bolton and Menk will be attending the workshop to discuss a Street Capital Improvement Plan with the Council.

Attached is the last scoping study Bolton and Menk completed for the City in 2020. This report is included just to give an idea of the study that was previously completed.



TO: Honorable Mayor Lagergren and City Council Members

FROM: Angela Brumbaugh, City Clerk/Treasurer

DATE: April 25, 2022

RE: Eklo Development Fees

The Meadows Property has been identified as being included with the 2003 Preserve/CR 34 Infrastructure project. At that time, the original developer of the Meadows/Budahn Property made the agreement with the city to pay the Water/Sewer Availability Charges (WAC and SAC) as each building permit was submitted. The charges are calculated based on the original 2003 project and increase by an amortization schedule using the rate of 5.6% (bond rate plus administrative fee).

Based on that amortization schedule, the current 2022 per unit charge would be \$5,557.61. Mr. Eklo has offered to pay \$4,000 per unit as an upfront cost and not wait until the submission of each building permit per unit.

Staff would recommend agreeing to the proposed amount of \$4,000 per unit for the following reasons:

- This land has been undeveloped with the infrastructure in place since 2003
- Using 2022 numbers, the City receives \$1800 in taxes for the land
- A home valued at \$325,000 is paying approximately \$2,300 in City taxes
- The plat will have approximately 45 villas and 35 single family homes
- Based on an amortization schedule, Mr. Eklo's offer figures out to a rate of 3.8%
- Mr. Eklo would be paying the entire SAC/WAC charge upfront

Recommended Motion:

Motion to approve Mr. Eklo's offer of \$4000 per unit for Water and Sewer Availability Charges for the Meadows Plat.

Norwood Young America

TO: The Honorable Mayor Lagergren and City Council Members

FROM: Cpl. Jordan Voigt, Carver County Sheriff's Department

DATE: April 25, 2022

RE: MEMO for changing city ordinance 700.03 sub B

I have proposed a change in city ordinance 700.03 sub B which states:

"Fifteen miles per hour when passing a school during school recess or while children are going to or leaving from school during opening or closing hours"

In the ordinance it says, "leaving from school during opening or closing hours," which what time are we putting on this 7am to 8am, 2pm to 3:30pm? What if school is a late start or closing early then is it 8am to 9am, 12pm to 1pm or whenever they decide to close school? Plus, when it says "recess" how are the citizens going to know when recess is? Also, you have gym classes or regular classes that take them outside to play/have class.

Right now, we have speed limit posted at 15 mph that states "when children are present." This is a grey area on how citizens interpret this meaning. I have interpreted this as when school is in session so M-F 7:30am to 3:30pm. Another citizen has stated another deputy has interpret this in a different way. The sign does not match what our ordinance states and is confusing.

I am suggesting a change to this ordinance to state the following:

"Fifteen miles per hour on Morse St. N between Hwy 212 and 7th St. SW, and Fifteen miles per hour on 7th St. SW between CSAH 33 and Morse St. N"

I think this would be the best way to make it simpler and more efficient for the citizens of NYA, and for people who are not citizens of NYA. We need to put the speed limit to 20 mph permanently. Our community is growing, schools are growing, and we have year-round events at the schools/softball fields where the 15 mph zone would not be in effect per ordinance. To make it safer for our students, parents, spectators, etc. we need to change the speed limit on these two roads to 20 mph all year round no matter if it is during recess, children are going to or leaving school, or during opening/closing hours.

Thank you,

Cpl. Jordan Voigt #897

CHAPTER 7. TRAFFIC AND VEHICLES

Section 700 – General Provisions

700.01 State Traffic Regulations Adopted. The provisions of Minnesota Statutes Chapter 169 relating to traffic regulations, together with the provisions contained in this Chapter shall be hereby adopted as the traffic code for the City of Norwood Young America. It shall be unlawful for any person to operate any vehicle in the City, or to use the streets of the City in any manner contrary to that described in the provisions adopted by reference and contained in this Chapter.

700.02 Safe Driving. No person shall operate or halt any vehicle upon a highway within the City of Norwood Young America carelessly or heedlessly in disregard of the rights or safety of others or in a manner so as to endanger or to be likely to endanger any person or property.

700.03 Speed. Any person driving a vehicle on any highway within the City shall drive the vehicle at a speed not greater than is reasonable and proper, having due regard to the traffic, the surface and width of the highway, and of any other conditions then existing. Operating a vehicle at speeds exceeding those specified in this Section shall be prima facie evidence that the operator of the vehicle is driving the vehicle at a speed greater than shall be reasonable and proper:

- A. Not more than 30 miles per hour on any street or highway in the City except where a higher speed is posted.
- B. Twenty (20) miles per hour on Morse St. N between Hwy 212 and 7th St. SW, and Twenty (20) miles per hour on 7th St. SW between CSAH 33 and Morse St. N.
Fifteen miles per hour when passing a school during school recess or while children are going to or leaving from school during opening or closing hours.
- C. Not more than 25 miles per hour on Lake Street between the intersection with Oak Street (CSAH 33) and the intersection with Reform Street. *(Amended by Ord. 120, 9-14-1998)*
- D. Not more than 25 miles per hour on Reform Street between the intersection with Lake Street and the intersection with Elm Street (CSAH 31). *(Amended by Ord. 120, 9-14-1998)*

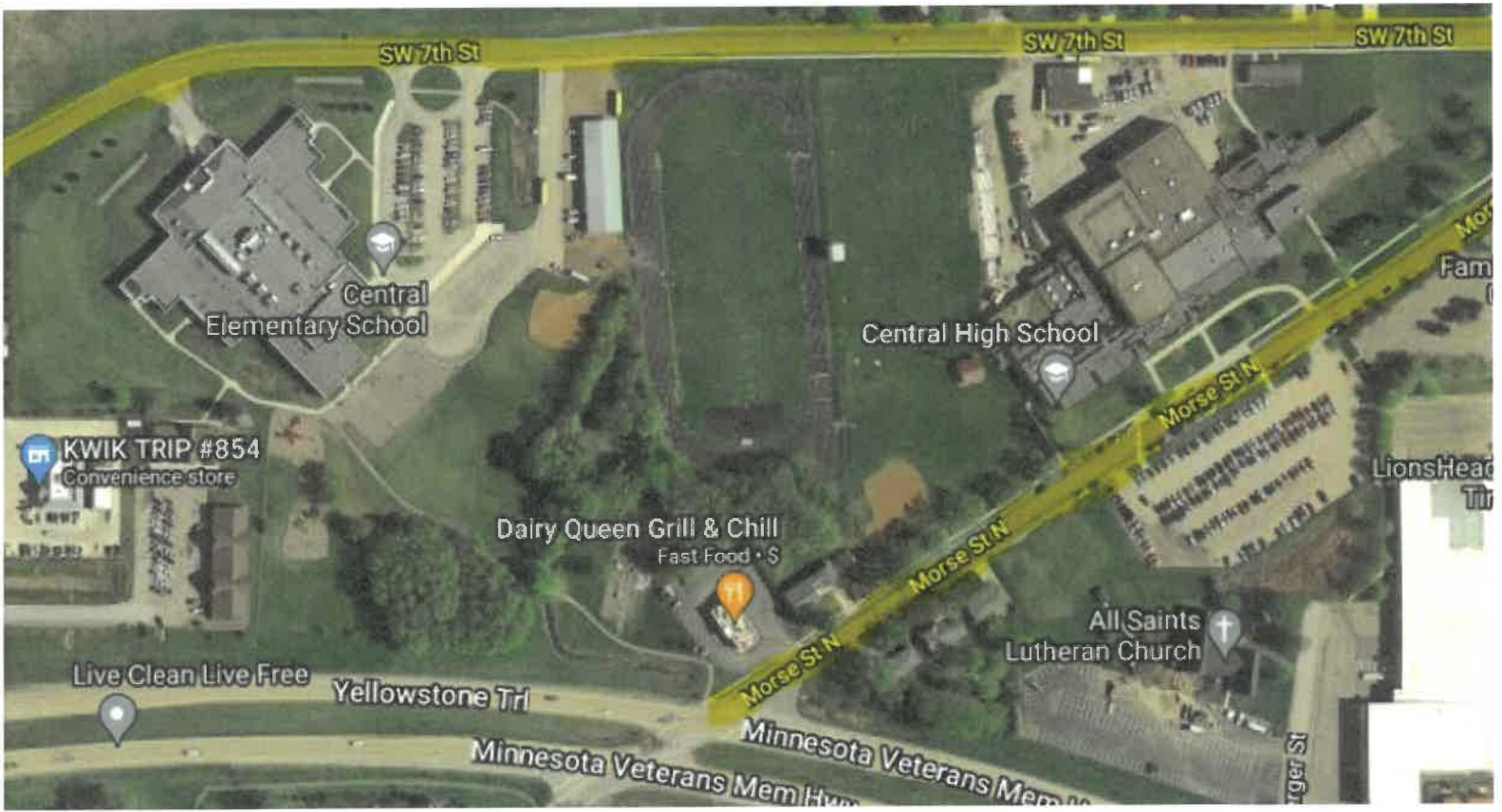
700.04 Stop Before Entering Through Street.

- A. It shall be unlawful for the driver of any vehicle to fail to bring the vehicle to a full stop before entering any through street properly designated as such by the action of the City or its duly authorized representative.
- B. No driver shall use their Jake Brakes within the City Limits. *(Amended by Ord. 121, 9-28-1998)*

700.05 Regulation of Large Vehicles. It shall be unlawful to operate any motor vehicle with a gross weight of 5 tons or larger on any street, avenue, alley or other thoroughfare within the City limits. A tractor-trailer combination with a combined gross weight of 5 tons or more shall for purposes of this Chapter be deemed to be one motor vehicle; however, the prohibition as stated in this sub-Section shall apply to all or a part (tractor only) of any such tractor or trailer combination.

700.06 Exceptions. Subsection 700.05 and the prohibitions provided by it shall not apply to the following streets, where the limit shall be nine (9) tons, except that the prohibitions shall apply during road weight restrictions as posted by the Minnesota Department of Transportation, inclusive, of each year. In addition, the prohibition shall not apply to emergency vehicles, city vehicles or city authorized vehicles in the performance of their duties, or to delivery trucks upon the roads only for the minimal distance and time required to make a delivery to a place within the city limits.

- A. Central Avenue
- B. Railroad Street
- C. County Road 33
- D. Morse Street
- E. Reform Street from Railroad Street to Elm Street
- F. Faxon Road from Central Avenue to Elm Street East



SCHOOL

SPEED
LIMIT
15

WHEN
CHILDREN
ARE PRESENT

2 HR
PARKING
DURING
SCHOOL
HOURS





TO: Mayor Lagergren and City Council

FROM: Karen Hallquist, Economic Development Marketing Director

DATE: April 25, 2022

SUBJECT: Monthly Newsletter Update

Due to a nationwide shortage of ink, starting in May 2022, the monthly newsletter will be available online, emailed to local businesses/senior facilities, and limited copies available for pick up at City Hall. The April newsletter will be simply modified to educate community members about the situation and direct them to visit the city website for the latest events, bus schedule, and city happenings.



ECONOMIC DEVELOPMENT AUTHORITY MINUTES

March 28, 2022 – 6:00 PM
City Council Chambers
310 Elm Street West
Norwood Young America MN 55368

Attendance:

ATTENDEES: Craig Heher, Alan Krueger, Mike McPadden, Carol Lagergren

ABSENT: Charlie Storms

STAFF: : Andrea Aukrust (City Administrator), Angela Brumbaugh (City Clerk/Treasurer), Karen Hallquist (Economic Development/Marketing Director, and Tony Voigt (Public Service Director)

OTHERS:

1. Call EDA Meeting of City Council to Order:

Mayor Lagergren called the EDA meeting to order at 6:00 PM. Five Council Present.

1.1. Pledge of Allegiance

2. Approve Agenda

Motion: CS/CH to approve the agenda as submitted. Motion passed 4-0.

2.1 Approve minutes of February 28, 2022 meeting

Motion: CH/CS to approve the minutes as submitted. Motion passed 4-0.

3. Adjournment

Motion: CH/CS to adjourn at 6:01 PM. Motion passed 4-0.

Respectfully submitted,

Carol Lagergren, Mayor

Angela Brumbaugh, City Clerk/Treasurer



CITY COUNCIL MINUTES

April 11, 2022 – 6:00 PM

City Council Chambers

310 Elm Street West

Norwood Young America, MN 55368

Attendance:

ATTENDEES: Alan Krueger, Craig Heher, Mike McPadden, Carol Lagergren, Charlie Storms

ABSENT:

STAFF: Karen Hallquist (Economic Development/Marketing Director), Andrea Aukrust (City Administrator), Tony Voigt (Public Service Director), Angela Brumbaugh (City Clerk/Treasurer), and Steve ZumBerge (Fire Chief)

OTHERS: John Fahey, Nick Anhut (Ehlers, Inc.), Jay Squires (City Attorney), LaVonne Kroells, NYAFD, Derek Tellier (News & Times), Dorothy Bohnen

1. Call City Council to Order:

Mayor Lagergren called the City Council meeting to order at 6:00 PM. Five members present.

1.1 Pledge of Allegiance

2. Approve Agenda

The following change was made to the agenda:

7.7 Resolution 2022-10 – Replace with a new Resolution stating the amount as \$2,695,000

Motion: CS/AK to approve the agenda with listed change. Motion passed 5-0.

3. Introductions, Presentation, Proclamations, Awards and Public Comment

3.1 Fire Chief ZumBerge – 2022 Fire Department retirements presentation

- Andrew Wigfield – 23 years of service
- Robbie Baumann – 20 years of service

Motion: CS/CH to accept retirements of Andrew Wigfield and Robbie Baumann as Firefighters for the City of Norwood Young America. Motion passed 5-0.

4. Consent Agenda

4.1 Approve minutes of March 28, 2022

4.2 Approve payment of Claims

4.3 Administration recommendation - phone

Minutes from March 28th, 2022 were changed under Approve Agenda to be 4-0 instead of 5-0.

Motion: CH/AK to approve the consent agenda. Motion passed 5-0.

5. Public Hearing

6. Old Business

7. New Business

7.1 Jay Squires, City Attorney – Hazardous Building Law discussion

- Option 1 - Move forward under the provisions of the Hazard Building Law to secure the building
- Option 2 – More detail assessments of the condition of the property. This is under Chapter 463 Hazardous Building Law. Formal process with a resolution adopted
- Option 3 - Proceed with eminent domain action and the City ends up owning the property
- Always an option to do nothing

Motion: CS/AK to direct City Attorney Squires and City Administrator Aukrust to move forward with communication with the owner to proceed with securing the outside of the building. Motion passed 5-0.

7.2 John Fahey – Carver County Commissioner presentation

- Highway 212 project is ahead of schedule
- Discussion with Bongards on their needs
- Scheduled to be a J-turn
- Applied for Federal Safety Grant and improving lighting on intersections
- Average home valuation in Norwood Young America
 - 2021 - \$213,000
 - 2022 - \$268,000 up 26%
- Fastest growing, healthiest, most educated County in the State
- S & P Rating is AAA for the past 13 years

Motion: No Motion needed. Information only

7.3 Ordinance 344 Maximum Accessory Structure Height (Second reading/Publish)

- Amends chapter 1230 and section 1245.04 pertaining to maximum accessory structure height

Motion: CS/CH to approve Ordinance No. 344 an Ordinance Amending Chapter 1230 and Section 1245.04 of the City Code Pertaining to Maximum Accessory Structure Height. Motion passed 5-0.

7.4 Ordinance 345 Repealing and Replacing Sign Code (Second reading/Publish)

- An added cost for 2022 which wasn't shared the first time
- An additional cost of \$828.16
- Flagship discounted the installation cost by \$3,800 to help offset the price

Motion: CH/CS to approve Ordinance No. 345 An Ordinance Repealing Section 1260 of the City Code Relating to Signs. Motion passed 5-0.

7.5 Ordinance 349 An Ordinance Amending City Code Section 200-In General (Second reading/Publish)

- Changing the workshop starting time to 5:00 p.m.
- Regular meeting of the Council will start at 6:00 p.m.

Motion: CS/AK to approve Ordinance 349 amending City Code Section 200-In General: Section 200.03 Meetings of the Council. Subd. 1 Regular Meetings. Motion passed 5-0.

7.6 Exempt and non-union employee 2022 benefits and amended salary schedule

- Changes Personnel to agree with the Union contract to bring some uniformity
- Our Attorney will be looking at our Personnel Policy

Motion: CH/AK to approve the Personnel Handbook changes, including applicable policies, and amended 2022 salary schedule, effective January 1, 2022. Motion passed 5-0.

7.7 Resolution 2022-10 Providing for the Sale of \$2,695,000 GO Improvement, Utility Revenue and Refunding Bonds, Series 2022a

- Project is a \$2.5 million project including surface reconstruction, water, sewer
- Chapter 429 is used as long as there is 20% assessable
- Utility Revenues will be used on the other portion
- 10-year bond
- 2.5% Interest Cost
- Rates have increased and the recommendation is to leave existing debt as is

Motion: CS/AK to approve Resolution No. 2022-10 a Resolution Providing for the Sale of \$2,695,000 General Obligation Improvement and Utility Revenue Bonds, Series 2022a. Motion passed 5-0.

7.8 Architect Hiring Request for Qualifications for Old Town Design Services Update

- Looking for an Architect to work with the Parks Commission

Motion: No Motion needed. Update information only

7.9 Faxon Road watermain break update – Tony Voigt

- Service line failed

Motion: No Motion needed. Update information only

8. Council Member and Mayor and Staff Reports

CH – PUD public hearing for 18 3rd Ave SE and public hearing on Meadows 2nd Addition.

AK – Stiftungsfest offered a German Band to come over and they accepted, is now the Liaison for the Library Foundation.

CS – No meetings

MM – No meeting

CL – Food Distribution will be the 1st Friday of each month, approximately 1000 individuals have received food

9. Adjournment

Motion: CS/MM to adjourn at 7:32 PM. Motion passed 5-0.

Respectfully submitted,

Carol Lagergren, Mayor

Angela K. Brumbaugh, City Clerk/Treasurer

NORWOOD YOUNG AMERICA JOINT MEETING Minutes of the
Norwood Young America City Council, Norwood Young America Economic Development Commission,
Norwood Young America Planning Commission, Norwood Young America Parks & Recreation Commission, NYA
Area Chamber of Commerce, and Willkommen Heritage Center
Wednesday, January 12, 2022 - 6:00 p.m.
City Hall Council Chambers, 310 Elm Street West, NYA MN 55368

1. Call to Order

Mayor Lagergren called the Joint Meeting of the City Council, EDC, Planning Commission, Parks & Recreation Commission and Chamber of Commerce to order at 6:01pm.

Council Members in attendance: Carol Lagergren, Charlie Storms, Craig Heher, Mike McPadden

Planning Commission members in attendance: Mike Eggers, Bill Grundahl, Paul Hallquist, Bob Smith

EDC members in attendance: Tonya Noeldner, Jason Winter, Greg Kummer

Parks & Recreation members in attendance: Sharilyn Feltmann

Chamber of Commerce members in attendance: Julie Wigfield

Heritage Center members in attendance: LaVonne Kroells

Staff members in attendance: Andrea Aukrust, City Administrator, Angela Brumbaugh, City Clerk/Treasurer, Karen Hallquist, Economic Development Marketing Director

Others Present: Kaarin Foede

2. Adoption of Agenda

Motion: CH/MM to approve. Motion passed 4-0.

3. Approve Minutes of January 18, 2020, meeting

Motion: MM/CS to approve minutes. Motion passed 4-0.

4. Business

A. Review status of Downtown Redevelopment Implementation Plan

Hallquist reviewed the projects from the Downtown Redevelopment Implementation Plan that have either been completed, implemented into practice, or currently being worked on. Lagergren complimented the Council and Commissions on the accomplishments. Commissioners and Council highlighted:

- Increased efforts in community beautification – flowers, benches, Elm Street parking lot, murals
- Expanded trails and sidewalks
- Created Springfest Artisan Fair and encouraged pop up businesses
- Approved for Small Cities Program
- Created additional incentives for businesses – Market Enrichment
- Installed dog waste stations
- Implemented City Wide Clean Up Day – which has helped with community pride
- Improved customer service on bringing new businesses to community – proactive, not reactive
- Applied for Main Street lighting project grant

Council and Commissioners listed additional projects that could be added to complement the Implementation Plan in the two downtown areas:

- Continue the search for a grocery store
- Increase lighting
- Replacement of trees
- Work on the general aesthetics of the buildings/streets/sidewalks
- Research maintenance free benches
- Invest in brackets for hanging flower baskets on decorative poles
- Adjust the banners, flags and brackets to be uniform
- Resolve Old Town project

B. Discuss 2021-2026 NYA Strategic Plan

Lagergren reported that the Council and management staff worked together on the 2021-2026 NYA Strategic Plan. All visions focus on “building a thriving community” and “creating business opportunities.”

C. Discuss new ideas/concerns/projects for NYA community

Lagergren asked the Council and Commissioners what brings people into the community:

- Infrastructure
- Housing options
- School
- Outdoor amenities – nice parks, playground, dog park, pool, sidewalks/connectivity

“What is next” on a wish list of projects for the community:

- Update/fix the streets
- Connect the two downtowns long Faxon Road with benches, streetlights...visual infrastructure
- Attract new retail/restaurants
- Improve the exterior of city buildings
- Add trees along Hwy 212
- Give Faxon Road a “facelift”
- Create plan for Outlot A and dog park
- Attract a wellness center
- Modernize the Roy Clay building and update other rental facilities
- Increase attraction to the mall area
- Plan for second industrial park
- Finish Prairie Dawn Park
- Bring in additional housing development with options – more townhomes, market rate apartments, condos and single-family homes
- Create an inclusive playground
- Update pool, add splashpad
- Be aware of nuisances/weeks and enforce
- Encourage more retail/restaurant options

“Wish list” for retail and service businesses:

- Microbrewery/winery
- Chain restaurants
- Coffee shop
- Health and beauty store
- Grocery store
- Secondhand store
- Repair shops for small engine, bikes, appliances
- Shoe store
- Garden center
- Strip mall businesses: dry cleaner, nails/hair, pharmacy, sporting goods

Questions and comments that came about with the discussion of new and existing businesses:

- Buildings need to be updated on the outside.
- The last two years, 9 businesses have used the Market Enrichment Grant Program, however, almost all had to use for deferred maintenance. New programs could be more specific with what the city would like to see with aesthetic improvements.
- Any way to make it easier to get trucks, etc. off Tacoma to Hwy 212?
- With only four buildable commercial lots in city limits, where is the next land for commercial?

What do you feel are the next big projects for the city?

- Faxon Road
- City Streets
- Nuisance enforcement
- 212 Corridor improvements

Next meeting will be reviewing the lists, prioritizing and identifying a timeline for implementation.

5. Adjournment

Motion: MM/CS to adjourn at 7:05pm – Motion passed 4-0.

Next Joint Meeting: Wed, July 13, 2022, 6:00pm City Hall

Respectfully Submitted,

Carol Lagergren, Mayor

Karen Hallquist, Economic Development Marketing Director



more than a place, it's home.

**VOUCHER LIST / CLAIMS ROSTER
and CHECK SEQUENCE**

To Be Approved: April 25, 2022

Payroll EFT

Check #	507174	507188	\$	19,433.59
Check #	507189	507219 Fire	\$	13,880.91

Voided Checks

Check #	32952 -	\$	(11,989.23)
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Prepays

Check #	#
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Claims Pending Payment

Check #	32978 -	33017	\$	130,371.97
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Cardmember e-check

Grand Total	\$	<u>151,697.24</u>
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CITY OF NORWOOD YOUNG AMERICA

04/22/22 1:33 PM

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***Check Detail Register©**

Batch: 042522claims

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 CHECKING					
32978	04/25/22	BOLTON & MENK, INC			
E 494-43100-303		Engineering Fees	\$40,000.00	0283447	2ND AVE
G 809-22100		Escrow Collected	\$611.00	0283448	CENTRAL
		Total	\$40,611.00		
32979	04/25/22	CARVER COUNTY			
E 101-41500-307		Prosecution Contract	\$3,326.10	2022007	1ST QTR FINES
		Total	\$3,326.10		
32980	04/25/22	CENTERPOINT ENERGY			
E 101-41940-383		Gas Utilities	\$738.91		
E 101-45500-383		Gas Utilities	\$340.04		
E 601-49400-383		Gas Utilities	\$1,196.11		
E 602-49450-383		Gas Utilities	\$141.84		
		Total	\$2,416.90		
32981	04/25/22	CITIZEN STATE BANK HSA ACCTS			
G 101-21718		HSA ACCOUNT	\$1,500.00		
		Total	\$1,500.00		
32982	04/25/22	CITIZENS BANK MN			
G 101-21718		HSA ACCOUNT	\$649.98		
		Total	\$649.98		
32983	04/25/22	CRYSTEEL TRUCK EQUIPMENT, INC			
E 602-49450-221		Repair/Maintenance Equip	\$421.00	LP209219	REPLACEMENT CABLE
		Total	\$421.00		
32984	04/25/22	CURFMAN TRUCKING & REPAIR INC			
E 101-43100-437		Maintenance Contract	\$297.50	INVC22V375	SNOW HAULING
		Total	\$297.50		
32985	04/25/22	DAVES VALLEY SPORTS			
E 101-42200-305		Other Professional Fees	\$100.00	2752	NYAFD EMBROIDER SET UPS
		Total	\$100.00		
32986	04/25/22	DEAN SCOTT PROPERTIES LLC			
E 225-46500-453		Deferred Loan/Grant	\$10,000.00		MARKET ENRICHMENT AWARD
		Total	\$10,000.00		
32987	04/25/22	EHLERS AND ASSOCIATES, INC			
E 101-41500-310		Other Professional Servic	\$625.00	90270	TWIP
		Total	\$625.00		
32988	04/25/22	FASTENAL COMPANY			
E 601-49400-223		Repair/Maintenance Bldg/	\$188.76	MNWAC7083	VALVE & HYDRANT BOLTS
		Total	\$188.76		
32989	04/25/22	FDSAS			
E 101-42200-542		FD Equipment	\$3,458.00	4641	PARTICULATE HOOD

CITY OF NORWOOD YOUNG AMERICA

04/22/22 1:33 PM

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***Check Detail Register©**

Batch: 042522claims

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$3,458.00		
32990	04/25/22	GRAINGER			
E 101-43100-226		Signs	\$270.72	9270311955	HOSE CLAMP
Total			\$270.72		
32991	04/25/22	HEALTH PARTNERS			
G 101-21706		Hospitalization/Medical Ins	\$9,258.85		
Total			\$9,258.85		
32992	04/25/22	HENNING EXCAVATING			
E 601-49400-223		Repair/Maintenance Bldg/	\$6,795.00	8249	WATERMAIN BY DOLLAR STORE
Total			\$6,795.00		
32993	04/25/22	HILLYARD /HUTCHINSON			
E 101-41940-210		Operating Supplies	\$1,187.12	604698776	SOAP, TOWEL ROLL, TISSUE
Total			\$1,187.12		
32994	04/25/22	INTERSTATE BATTERY SYS OF MPLS			
E 602-49450-223		Repair/Maintenance Bldg/	\$94.50	60080807	LIFT STATION BATTERIES
Total			\$94.50		
32995	04/25/22	LANO EQUIPMENT OF NORWOOD, INC			
E 601-49400-221		Repair/Maintenance Equip	\$74.66	72062	BULLDOG
E 602-49450-221		Repair/Maintenance Equip	\$74.66	72062	BULLDOG
Total			\$149.32		
32996	04/25/22	LOFFLER - 131511			
E 101-41400-437		Maintenance Contract	\$500.00	4001613	LEASE RETURN
Total			\$500.00		
32997	04/25/22	LUNDIN, KELLIANN J			
E 101-45200-432		Refund	\$350.00		PAVILION CANCELLATION
Total			\$350.00		
32998	04/25/22	MAC QUEEN EQUIPMENT			
E 602-49450-221		Repair/Maintenance Equip	\$114.15	P41248	FMPT MALE/COUP W/LOCK
E 602-49450-221		Repair/Maintenance Equip	\$307.47	P41453	SPRAY GUN
Total			\$421.62		
32999	04/25/22	MAYER LUMBER CO. INC.			
E 101-45200-500		Capital Outlay	\$99.74	213645	SCREWS & NAILS
E 101-45200-500		Capital Outlay	\$2,644.80	213646	TREATED WOOD
E 101-41940-223		Repair/Maintenance Bldg/	\$14.40	213768	SHEET ROCK
E 101-41940-223		Repair/Maintenance Bldg/	\$50.40	213801	SHEET ROCK, PINE
Total			\$2,809.34		
33000	04/25/22	MINNESOTA VALLEY TESTING LAB, INC			
E 601-49400-217		Lab Fees	\$101.00	1137878	COLIFORM
E 602-49450-217		Lab Fees	\$102.80	1139158	NITRATE, PHOSPHORUS
Total			\$203.80		

CITY OF NORWOOD YOUNG AMERICA

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***Check Detail Register©**

Batch: 042522claims

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
33001	04/25/22	MN DEPT OF EMPLOYMENT & EC DEV			
E 101-41400-142		Unemployment Benefit Pa	\$6,287.47		
E 101-49800-142		Unemployment Benefit Pa	\$20.28		
		Total	\$6,307.75		
33002	04/25/22	MUNICIPAL EMERGENCY SERVICES			
E 275-42200-541		Public Safety Equip	\$302.06	IN1688898	GLOVES
E 101-42200-221		Repair/Maintenance Equip	\$695.61	IN1698163	BALL VALVE, FOAM STICK
		Total	\$997.67		
33003	04/25/22	STAR Group, LLC			
E 101-45200-221		Repair/Maintenance Equip	\$29.20	324199	FILTERS
E 101-43100-221		Repair/Maintenance Equip	\$101.53	324199	FILTERS
		Total	\$130.73		
33004	04/25/22	MENZEL, ALICIA			
E 101-41400-331		Travel/Meeting Expense	\$33.63		MILEAGE REIMBURSEMENT
		Total	\$33.63		
33005	04/25/22	NORTHWOODS BANK			
G 101-21718		HSA ACCOUNT	\$699.98		
		Total	\$699.98		
33006	04/25/22	NORWOOD ELECTRIC INC			
E 101-41940-223		Repair/Maintenance Bldg/	\$177.50	17199	SOUTH FIRE STATION
		Total	\$177.50		
33007	04/25/22	NORWOOD YOUNG AMERICA TIMES			
E 101-41400-350		Print/Publishing/Postage	\$275.00	887531	RENTAL FACILITY
		Total	\$275.00		
33008	04/25/22	OLD NATIONAL BANK			
G 101-21718		HSA ACCOUNT	\$375.65		
		Total	\$375.65		
33009	04/25/22	OPTUM BANK			
G 101-21718		HSA ACCOUNT	\$439.33		
		Total	\$439.33		
33010	04/25/22	PRO AUTO & TRANSMISSION REPAIR			
E 101-42200-221		Repair/Maintenance Equip	\$641.75	103410	SMOKEHOUSE
E 101-42200-221		Repair/Maintenance Equip	\$529.76	103423	L11
		Total	\$1,171.51		
33011	04/25/22	RECTECH OUTDOOR SOLUTIONS,LLC			
E 101-45200-221		Repair/Maintenance Equip	\$97.90	6992	STIHL WOOD CUTTER BAR
		Total	\$97.90		
33012	04/25/22	SECURITY BANK & TRUST			
G 101-21718		HSA ACCOUNT	\$1,212.51		
		Total	\$1,212.51		

CITY OF NORWOOD YOUNG AMERICA

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***Check Detail Register©**

Batch: 042522claims

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
33013	04/25/22	SOUTH POINT FINANCIAL			
G 101-21718		HSA ACCOUNT	\$699.99		
		Total	\$699.99		
33014	04/25/22	US POSTAL SERVICE			
E 601-49400-350		Print/Publishing/Postage	\$165.04		MAY UTILITY BILLS
E 602-49450-350		Print/Publishing/Postage	\$165.04		MAY UTILITY BILLS
E 603-49500-350		Print/Publishing/Postage	\$165.05		MAY UTILITY BILLS
		Total	\$495.13		
33015	04/25/22	XCEL ENERGY			
E 101-43100-380		Street Lighting	\$100.46		
E 101-43100-381		Electric Utilities	\$84.20		
E 101-45200-381		Electric Utilities	\$18.20		
E 601-49400-381		Electric Utilities	\$2,689.30		
		Total	\$2,892.16		
33016	04/25/22	XCEL ENERGY			
E 101-41940-381		Electric Utilities	\$4,420.35		
E 101-42200-381		Electric Utilities	\$716.71		
E 101-42500-381		Electric Utilities	\$13.02		
E 101-43100-380		Street Lighting	\$6,936.27		
E 101-43100-381		Electric Utilities	\$1,078.59		
E 101-45200-381		Electric Utilities	\$1,257.15		
E 101-45500-381		Electric Utilities	\$2,505.61		
E 601-49400-381		Electric Utilities	\$1,122.16		
E 602-49450-381		Electric Utilities	\$8,483.89		
E 101-49860-381		Electric Utilities	\$807.27		
		Total	\$27,341.02		
33017	04/25/22	XTREME ELECTRICAL SERVICES, INC.			
E 101-45200-223		Repair/Maintenance Bldg/	\$1,390.00	22-1003	REPLACE BALLARD LIGHTS
		Total	\$1,390.00		
		10100 CHECKING	\$130,371.97		

Fund Summary

10100 CHECKING	
101 GENERAL FUND	\$57,056.48
225 Economic Recovery	\$10,000.00
275 CAPITAL	\$302.06
494 2nd Ave PHASE II	\$40,000.00
601 WATER FUND	\$12,332.03
602 SEWER FUND	\$9,905.35
603 STORM WATER UTILITY	\$165.05
809 Escrow - Central Schools	\$611.00
	\$130,371.97



TO: Mayor Lagergren and Council Members

FROM: Angela Brumbaugh, City Clerk/Treasurer

DATE: April 28, 2022

RE: Approve hiring Andy Wigfield as a Rescue Reserve with the Norwood Young America Fire Department

Fire Chief ZumBerge received a letter dated April 12, 2022, from Andy Wigfield expressing interest in becoming an active Rescue Reserve member of the Fire Department. Although he doesn't have the time to be a Fire Fighter, he does feels he could be active as a Rescue Reserve member.

As a reminder from the last meeting, Andy has 23 years of experience with the Fire Department.

There have been other Fire fighters that have done this in the past. It keeps them active but doesn't take up as much of their time.

Recommended Motion:

Motion to approve hiring Andy Wigfield as a Rescue Reserve for the City of Norwood Young America, effective April 28, 2022.



TO: Honorable Mayor Lagergren and City Council Members

FROM: Angela Brumbaugh, City Clerk/Treasurer

DATE: April 25, 2022

RE: Hire Scott Rannow and Bob Hoen as Seasonal Parks Employee

Scott Rannow has worked for the City on a seasonal/part-time basis since 2020.

- ❖ Worked as a Summer Seasonal Employee mowing and other duties as needed
- ❖ Substituted as a Bus Driver when our regular Driver had other commitments
- ❖ Filled in as a Snow Plow Driver during the winter

Scott has been valuable to the City as he has been flexible and willing to fill in areas, as needed. During the discussion of returning for the season, he has said he would be willing to return at Grade 2 PSW1 step 7.

Bob Hoen has been a seasonal employee with the City since 2015.

- ❖ Invaluable to the City as he can work independently and keeps the parks cut nicely
- ❖ Reports to the Public Works Department when he sees other maintenance issues arise

Bob would be returning at Grade 2 PSW1 step 10.

Actual start dates will be discussed with the Public Service Department and the employee.

Consent Recommended Motion:

Motion to approve hiring Scott Rannow as a Seasonal Employee for the 2022 Summer Season at Grade 2 step 7 and Bob Hoen as Grade 2 step 10.



TO: Honorable Mayor Lagergren and City Council Members
FROM: Angela Brumbaugh, City Clerk/Treasurer
DATE: April 25, 2022
RE: Hire Bryan Street as a Part-time Public Service Employee

Bryan Street expressed interest to be a part-time employee with the City.

- ❖ Job duties will include driving the bus, lawn care, and snow removal
- ❖ Has 24+ years experience as an Electrician

Mr. Street's years of experience warrants a hiring at grade 5, step 5.

Consent Recommended Motion:

Motion to approve hiring Bryan Street as a Part-time Employee at Grade 5 step 5 .



TO: Mayor Lagergren and City Council Members

FROM: Angela Brumbaugh, City Clerk-Treasurer

DATE: April 25, 2022

SUBJECT: Application for Exempt Gambling Permit – The Young America Baseball Club, Inc
=====

The Young America Baseball Club has submitted MN Form LG220 Application for Exempt Permit. This permit authorizes the organization to conduct lawful gambling for five or less days and award less than \$50,000 in prizes during a calendar year.

Minnesota Gambling Control Board requires the City Council approve the permit application before it will issue the permit.

Recommended Motion:

Motion to approve The Young America Baseball Club, Inc. application for exempt Gambling Permit for July 16, 2022.

Norwood Young America

MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

11/17
Page 1 of 2

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: The Young America baseball Club, Inc.

Previous Gambling Permit Number: X-10010-21-001

Minnesota Tax ID Number, if any: _____

Federal Employer ID Number (FEIN), if any: _____

Mailing Address: 11 Central Avenue North

City: Norwood Young America State: MN Zip: 55397 County: Carver

Name of Chief Executive Officer (CEO): Chad D. Eischens

CEO Daytime Phone: _____ CEO Email: _____

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☒ Fraternal ☐ Religious ☐ Veterans ☐ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☒ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:

www.sos.state.mn.us

651-296-2803, or toll free 1-877-551-6767

☐ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Willkommen Memorial Park

Physical Address (do not use P.O. box): 21 Main Street East, Norwood Young America, MN 55397

Check one:

☒ City: Norwood Young America Zip: 55397 County: Carver

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): July 16, 222

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. **EXCEPTION:** Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

11/17
Page 2 of 2

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
<input checked="checked" type="checkbox"/> The application is acknowledged with no waiting period. <input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city). <input type="checkbox"/> The application is denied.	<input type="checkbox"/> The application is acknowledged with no waiting period. <input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days. <input type="checkbox"/> The application is denied.
Print City Name: <u>Norwood Young America</u>	Print County Name: _____
Signature of City Personnel: _____	Signature of County Personnel: _____
Title: _____ Date: _____	Title: _____ Date: _____
The city or county must sign before submitting application to the Gambling Control Board.	TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.) Print Township Name: _____ Signature of Township Officer: _____ Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature:  Date: 4/10/22
 (Signature must be CEO's signature; designee may not sign)

Print Name: Chad D. Eischens

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
 1711 West County Road B, Suite 300 South
 Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

An equal opportunity employer

**Office of the Minnesota Secretary of State
Certificate of Good Standing**

I, Steve Simon, Secretary of State of Minnesota, do certify that: The business entity listed below was filed pursuant to the Minnesota Chapter listed below with the Office of the Secretary of State on the date listed below and that this business entity is registered to do business and is in good standing at the time this certificate is issued.

Name:	The Young America Baseball Club Inc.
Date Filed:	02/28/1956
File Number:	B-507
Minnesota Statutes, Chapter:	317A
Home Jurisdiction:	Minnesota

This certificate has been issued on: 04/10/2022



Steve Simon
Steve Simon
Secretary of State
State of Minnesota



TO: Honorable Mayor Lagergren and City Council Members

FROM: Angela Brumbaugh, City Clerk/Treasurer

DATE: April 25, 2022

RE: Approve the Insurance Deductible for the 2022 Calendar Year

David Flavin from Citizens Insurance Services will be here Monday evening to discuss the City's Insurance plan and answer any questions the Council may have.

Below is a comparison of rates for different deductible amounts:

Deduction	Annual Premium
\$5000	\$106,269
\$2500	\$114,173
\$1000	\$120,889

The following deductions were paid for the last 5 years:

Year	Deductible	No. of Claims
2021	\$10,657.63	9
2020	\$ 5,000.00	7
2019	\$16,000.00	9
2018	\$14,626.87	5
2017	\$ 5,750.35	8

With 2020 being an odd year, I took it out of the average and we ended up expending an average of \$11,800 in deductions each year. Including that with our premium would equate to \$118,069.

Recommended Motion:

Motion to approve a \$2,500 deductible for the City's 2022 League of MN Insurance Plan.

Norwood Young America



April 12, 2022

Citizens Insurance

Covered Party: City of Norwood Young America

Effective Date: 1/1/2022

RENEWAL PREMIUM SUMMARY

Common Coverages

Coverage	Deductible	Premium
• Property	\$ 5,000 / 15,000 / 1,000.	\$58,101.
• Mobile Property	5,000 / 15,000 / 1,000.	3,782.
• Municipal Liability	5,000 / 15,000 / 1,000.	23,618.
• Automobile Liability	5,000 / 15,000 / 1,000.	5,915.
• UM/UIM \$200,000 all owned autos	5,000 / 15,000 / 1,000.	Included.
• Basic Economic Loss Benefits (PIP) all owned autos	5,000 / 15,000 / 1,000.	Included.
• Automobile Physical Damage	5,000 / 15,000 / 1,000.	5,157.
• Crime	500.	Included.
• Petrofund	NA.	Included.
• Defense Cost Reimbursement	NA.	Included.

Auto Experience Mod: 1.1

Municipal Liability Experience Mod: 1.419

Aggregate Factor Modifier: 1.010

The modifiers are calculated with a formula which compares the city's actual loss history with the amount of losses that would be expected for a city of that size if the city were a perfectly average LMCIT member. If the city's losses and expenses are better than average the city receives a premium credit. If the city's losses and expenses are worse than average, the city receives a premium debit.

Coverage	Optional Coverages	Deductible	Premium
• Bond	\$ 450,000.	1,000.	568.
• Equipment Breakdown		1,000.	6,216.
• Excess Liability Limit:	\$	NA.	Not Covered.
• Liquor Liability Limit:	\$	NA.	Not Covered.
First Party Cyber		5,000 / 15,000 / 1,000.	2,912.
• No Fault Sewer Back Up Limit:	\$		Not Covered.
• Airport Liability			Not Covered.
		TOTAL:	\$106,269.

DO NOT PAY UNTIL YOU RECEIVE INVOICES

TORT LIMIT: \$500,000/\$1,500,000

LEAGUE OF MINNESOTA CITIES
INSURANCE TRUST

145 UNIVERSITY AVE. WEST PHONE: (651) 281-1200 FAX: (651) 281-1298
ST. PAUL, MN 55103-2044 TOLL FREE: (800) 925-1122 WEB: WWW.LMC.ORG

Coverage	Optional Coverage Quotes	Deductible	Approximate
\$1,000 Large Deductible			\$120,889.
\$2,500 Large Deductible			\$114,173.
\$1 Million Excess Liability			\$7,683.

Optional coverage(s) are not bound unless the covered party has requested that coverage be bound and LMCIT has sent a written confirmation. Optional coverage quotes are valid for 30 days after the date of this letter.

Sincerely,

Underwriter



TO: Honorable Mayor Lagergren

FROM: Andrea Aukrust, City Administrator

DATE: April 25, 2022

RE: Old Town Architect Request for Qualifications (RFQ)

Enclosed you will find the Old town Architect RFQ to circulate to architects in the market area of Norwood Young America and on the LMC Marketplace.

- ❖ The RFQ will open on April 26, 2022
- ❖ Proposals will be due on May 10, 2022
- ❖ Interviews will take place on May 16, 2022 (tentative date)
- ❖ Appointment by Council on May 23, 2022
- ❖ The chosen architect will attend the June Parks and Recreation Commission Meeting to begin the design process

Recommended Motion:

Motion to direct Administrator Aukrust to publish the Old Town RFQ to solicit proposals to begin the design phase of the Old Town Project.

Norwood Young America



ARCHITECTURAL SERVICES

Request for Qualifications (RFQ)

The City of Norwood Young America (City) seeks proposals from architectural firms interested in providing design and related technical services to the City of Norwood Young America. The city expects to select an Architecture Consulting firm to serve the city as the Designer and Contract Administration on a project located at historic Willkommen Park, the Old Town building. As the Architect, the firm will assist city staff, the Parks Commission, and the City Council in making appropriate design decisions and serve as a single point of contact for both the demolition, design, and construction phases of the project.

The city seeks a qualified firm that can serve as designer for the plans to demolish existing Old Town concession building; retaining the covered outdoor picnic area and redesign the structure, consistent with the design of the current building. The firm representatives will also work with the City Council and Park Board to guide the project through a public engagement process.

The demolition of the existing structure is anticipated in the fall of 2022 with the construction of the redesigned park amenity anticipated for the spring of 2023. Design of the new building including crow's nest and dugout, with main floor concessions can occur during 2022.

Willkommen Park is currently designed to look like an old German town and the redesign of the Old Town building should be generally consistent with the current design. Each section of the current building is a re-creation of a historic building previously located within Norwood Young America, and the exterior design and materials should be the same or similar, keeping within the same theme and the Bavarian design aesthetic.

The current building contains a baseball dugout, crow's nest where baseball announcing occurs from the top level and three separate structures that are used for concessions and storage. The two central buildings each have a second story used for assembly and storage. The city does not intend to have usable space on the second story of the new structure, except for the crow's nest which will continue to be used for baseball announcing and will require installation of an interior stairs to access the second level space. All other buildings-three in total, will be reconstructed as one large open space for concessions and other public purposes but will retain the three different building façade exteriors. The concession stand should be designed to the minimum standards necessary to

provide concessions under the health and building codes. It is not intended that the space would be constructed to be licensed as a commercial kitchen. It is anticipated that the building footprint will be consistent with the current structure and the existing foundation can be reused. The building is not currently handicapped accessible which is a requirement of this project, except for the crow's nest. Discussions regarding the crow's nest access and accessibility should occur with the City Building Inspector.

The existing building will be demolished except for the outdoor covered picnic area which should remain. Demolition plans will need to address preservation of the picnic area with demolition of the Old Town structure.



Submittal Requirements:

All proposals, questions, and correspondence should be directed to:
City of Norwood Young America; Attn: Andrea Aukrust, City Administrator; PO
Box 59, 310 Elm Street West, Norwood Young America, MN 55368.
952-467-1800; cityadmin@cityofnuya.com.

1. All proposals must be delivered electronically and received no later than 4:00 p.m. on Tuesday, May 10, 2022. The subject line must be identified with "City Architect Proposal."
2. Each proposal must be signed by an authorized company representative.

The City reserves the right to reject any or all proposals, waive any irregularity in a proposal, and accept or reject any item or a combination of items.

I. Background

The City of Norwood Young America, Minnesota, is a growing, small-town community in western Carver County. In 1997, Young America and Norwood merged into one community to become the city known today as Norwood Young

America. This semi-rural town is located on the edge of the Twin Cities Metropolitan Area, approximately thirty-five miles west of Minneapolis. Home to 3,900 residents, population growth, is expected to continue for years to come. Norwood Young America proudly celebrates its German heritage, as it was originally settled by German immigrants who brought their traditions and customs to the area. This heritage is celebrated every August at *Stiftungsfest*, “A Founder’s Day Celebration,” and Minnesota’s oldest festival.

Willkommen Memorial Park is the historic location for the Stiftungsfest, and the yearly public gathering draws thousands of people attending the celebration. The park is also home to the historic Pavilion which is available to rent for weddings, reunions, and other large gatherings. Throughout the summer, Willkommen Memorial Park hosts the Young America Cardinals, the city’s amateur baseball team.

- II. Scope of Services The project will be divided into distinct phases with public engagement events woven throughout the design process.
- A. Schematic Design: Provide the following items.
1. Prepare conceptual design options
 2. Three (3) interior and 3 exterior 3D views (Revit, Sketch-up, or other electronic means) for use in Public Meetings and/or City Meetings.
 3. 100% Schematic Design documents (drawings and outline specifications or narratives) for review and cost estimate. Project cannot move to next phase if scope is over budget. Design team shall redesign to meet budget.
 4. Schematic Drawings to be included at a minimum:
 - i. Site Plan, Utility Plan(s),
 - ii. Storm/Grading Drainage Plan,
 - iii. Structural Foundation/Framing Plans,
 - iv. Building Floor Plans,
 - v. Building Elevations,
 - vi. Building Section,
 - vii. Mechanical / Plumbing / Electrical Schematics,
 - viii. Preliminary Fire Life Safety / Code Review Plan
 - ix. Demolition Plan
 5. Provide Final Schematic Design documents for Board Submittal.
 6. Update Project Schedule.
- B. Design Development: Provide a minimum of the following items.
1. 100% Design Development documents (drawings and project manual with technical specifications and cut of all equipment) for review and cost estimate. Project cannot move to next phase if scope is over budget. Design team shall redesign to meet budget.
 2. Drawings to be included (at minimum):
 - i. Site Plan
 - ii. Utility / Storm / Grading / Drainage Plans;
 - iii. Structural Foundation / Framing Plans;

- iv. Building Floor Plans;
 - v. Building Elevations;
 - vi. Building Sections and details;
 - vii. Fire Life Safety / Code Review Plan;
 - viii. Structural Foundation/Framing/Roof Plans, diagrams and details;
 - ix. Mechanical / Plumbing / Electrical Plans, Schedules, Riser Diagrams and Details;
3. Provide lighting, plumbing, and major equipment fixture cut sheets organized per specification section.
 4. Final finish selections
 5. Provide updated 4 interior and 4 exterior 3D views.
 6. Update Project Schedule.
- C. Construction Documents: Provide a minimum of the following items.
1. Creation of bidding alternates to safeguard project budgets.
 2. Construction Documents including drawings and project manual with technical specifications for Owner Review and approval at 90% and 100% completion. These reviews will be followed by review comments and final edits before documents are issued for Bidding and Plan Reviews.
- D. Bidding: The Consultant will be responsible for the packaging of bid documents for contractor use as well as facilitation of the bid opening. The Consultant will also be responsible to package and post addendums. The Consultant shall:
1. Provide quantities for preparation of Advertisement for Bids. Consultant will prepare and submit the Advertisement as required.
 2. The Consultant will answer questions and modify plan sheets and specifications to reflect changes addressed in addendums.
 3. Attend a pre-bid conference.
 4. Assist Owner in review of bids and selection of bid alternates.
 5. Prepare bid tabulation and Letter of Recommendation.
- E. Construction Administration. The Consultant shall:
1. Perform construction staking for construction work, including, but not limited to construction limits, line and grades stakes, surface restoration control, and as-built constructed improvements.
 2. The city will lead and facilitate day to day construction administration services, the Consultant will support City staff, as requested, during construction. Up to 60 hours should be allocated for supporting services which may include:
 3. Attendance at pre-construction meeting
 4. Attends contractor-hosted construction progress meetings held on site and review Contractor's meeting minutes for accuracy.
 5. Provide field observations of the work progress, noting any observed deficiencies. Provide appropriate team member oversight as needed. Summarize findings in monthly report. This effort can be architect led. However, all engineering disciplines are to be represented on a rotating basis in such a way as each discipline is on site at least during critical equipment installations.
 6. Submittal (including shop drawings) review and approval.

7. Pay Application and Change Order review and approval.
8. Respond to Requests For Information (RFI's).
9. Coordinate and review specialty testing, contracted separately by Owner.
10. Attend equipment start-up and testing of base systems and provide support the city's third-party commissioning agent.
11. Prepare punch list, review and document when list is completed. Punch inspections shall not just be completed by the Architect, but all design disciplines (including a reasonable measure of documented performance functional testing by the mechanical/electrical/plumbing engineers).
12. Provide and approve Substantial Completion form.
13. Review and approval of As-Built Documents as provided by the Contractor.
14. Create Record Documents (drawings and technical specifications) from as-builts provided by Contractor.
15. Twelve-month warranty walk-through and documentation.

F. Public Engagement and Contractor meetings:

1. The Consultant will support City staff and Parks Commission, as requested, for public engagement activities. Supporting services will include:
 - i. Attendance at two (2) Park Board meetings
 - ii. Attendance at 1 (one) City Council meeting
 - iii. Attends contractor-hosted construction progress meetings held on site and review Contractor's meeting minutes for accuracy.

G. Additional Tasks:

1. The Consultant is encouraged to include and describe any additional tasks not mentioned within the RFP that will enhance the project with associated additional service fee.

III. Content of Proposal

Proposals shall contain the following information (not limited to):

1. Name of the firm and the name and contact information for the person(s) authorized to represent the company regarding all matters related to the proposal.
2. Qualifications of the consultant, and any subconsultants on the team, including prior experience and references from other cities.
3. Description of the services provided.
4. Proposed fee schedule and not to exceed the fee amounts for services to be provided.
5. Any other pertinent information the consultant feels is relevant to the City's decision to select a consultant.

IV. Proposal Evaluation and Appointment

1. The city intends to retain the firm's services evaluated to be the best qualified

to perform the work for the city, with experience, compatibility, cost, and other performance factors considered.

2. The City shall not be liable for any expenses incurred by the proposer, including, but not limited to, expenses associated with the preparation and submission of the proposal, attendance at interviews, or final contract negotiations.
3. The City reserves the right to reject any proposers or request additional information from any proposers for clarification purposes and to accept or negotiate any modification to any proposal received by the posted deadline.

V. Proposed Timeline

- | | |
|--------------------|-------------------------------------|
| • April 26, 2022, | Publish Request for Proposals (RFP) |
| • May 10, 2022, | Proposals Due (4:00 p.m.) |
| • May 11&12, 2022, | Review of Proposals |
| • May 16, 2022, | Conduct interviews (tentative date) |
| • May 23, 2022, | Council Appointment |

VI. Terms and Conditions

1. The City reserves the right to reject any or all proposals or negotiate a contract that is in the City's best interest at the absolute and sole discretion of the City Council.
2. The contract for services will require that the individual or firm selected as Architectural firm maintain and provide proof of general liability, automobile, worker's compensation, and errors and omissions insurance.
3. The contract will also contain provisions requiring the selected individual or firm to indemnify the City and provide that the Architectural firm are independent contractors serving at the will of the City Council and the City Council has the right to terminate the agreement, at its sole discretion, upon the provision of notice.



TO: Honorable Mayor Lagergren and City Council Members
FROM: Angela Brumbaugh, City Clerk/Treasurer
DATE: April 25, 2022
RE: Eklo Development Fees

The Meadows Property has been identified as being included with the 2003 Preserve/CR 34 Infrastructure project. At that time, the original developer of the Meadows/Budahn Property made the agreement with the city to pay the Water/Sewer Availability Charges (WAC and SAC) as each building permit was submitted. The charges are calculated based on the original 2003 project and increase by an amortization schedule using the rate of 5.6% (bond rate plus administrative fee).

Based on that amortization schedule, the current 2022 per unit charge would be \$5,557.61. Mr. Eklo has offered to pay \$4,000 per unit as an upfront cost and not wait until the submission of each building permit per unit.

Staff would recommend agreeing to the proposed amount of \$4,000 per unit for the following reasons:

- This land has been undeveloped with the infrastructure in place since 2003
- Using 2022 numbers, the City receives \$1800 in taxes for the land
- A home valued at \$325,000 is paying approximately \$2,300 in City taxes
- The plat will have approximately 45 villas and 35 single family homes
- Based on an amortization schedule, Mr. Eklo's offer figures out to a rate of 3.8%
- Mr. Eklo would be paying the entire SAC/WAC charge upfront

Recommended Motion:

Motion to approve Mr. Eklo's offer of \$4000 per unit for Water and Sewer Availability Charges for the Meadows Plat.

Norwood Young America



TO: Honorable Mayor Lagergren and City Council Members
FROM: Andrea Aukrust, City Administrator
DATE: April 25, 2022
RE: A Resolution Approving the 2022-2023 Emergency
Evacuation Plan for Faxon Court

Minnesota State Statutes §327.20 Subd. 1. (6) and (7) require a municipality to annually review and approve an emergency evacuation plan for Faxon Court located in Norwood Young America. Enclosed you will find the Emergency Evacuation Plan (Exhibit A) submitted by Faxon Partnership, the owners of Faxon Court, and Resolution 2022-09, A Resolution Approving the 2022-2023 Emergency Evacuation Plan for Faxon Court.

- The plan has been reviewed and approved by Fire Chief ZumBerge
- The plan has been reviewed and approved by Cpl. Jordan Voigt

Recommended Motion:

Approve Resolution 2022-09 A Resolution Approving the 2022-2023 Emergency Evacuation Plan for Faxon Court.

Norwood Young America

RESOLUTION NO. 2022 – 09

A RESOLUTION APPROVING THE 2022-2023 EMERGENCY EVACUATION PLAN FOR FAXON COURT

WHEREAS, Minnesota State Statutes §327. 20 Subd. 1. (6) and (7) require mobile home parks to have current effective shelter or evacuation plans;

WHEREAS, the Emergency Evacuation Plans must be approved by the municipality;

WHEREAS, the current Faxon Court Emergency Plan requires approval by the City of Norwood Young America.

THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF NORWOOD YOUNG AMERICA, CARVER COUNTY, MINNESOTA, hereby approves the Faxon Court Emergency Plan for 2022 - 2023, attached as Exhibit A to this Resolution.

Adopted by the council this 25th day of April 2022.

Carol Lagergren, Mayor

ATTEST:

Andrea Aukrust, City Administrator



TO: NYA City Council

FROM: Jared Johnson, Planning Consultant - WSB

DATE: April 25, 2022

SUBJECT: Resolution No. 2022-11 Approving a Combined Preliminary and Final Planned Unit Development Overlay for 18 3rd Ave SE

REQUEST: PUD Overlay

REQUEST

Erin Allard, the applicant, is requesting a combined preliminary and final development plan for a Planned Unit Development Overlay (PUD) to convert the western building on the site into a residential unit and the remaining two buildings will continue to be commercial at the property located at 18 3rd Avenue SE.

BACKGROUND

The subject property is located at 18 3rd Avenue SE and is roughly 0.45 acres. The site is also referred to as the "Old Feed Mill." There are three different buildings on the property. Currently, all of them are used for mercantile or professional services. The western building, fronting 3rd Avenue SE, is proposed to be converted into a residential home. The other two interior buildings will stay commercial/professional services. A Planned Unit Development Overlay is needed to address the proposed residential unit.

There is a vacant brick building to the north of the site and the City's municipal service building abutting the south side. There is a mixture of single-family homes and businesses across 3rd Avenue. There is City owned land abutting the east of the property.



Planning Commission Meeting

The Planning Commission held a public hearing at their April 5, 2022 meeting. Notice of the public hearing on the application was published in the News and Times on Thursday, March 24, 2022. The public hearing notice was also mailed to all property owners within 350 feet of the subject property on March 17, 2022.

There were no public comments made during the hearing and no written comments were submitted to the city.

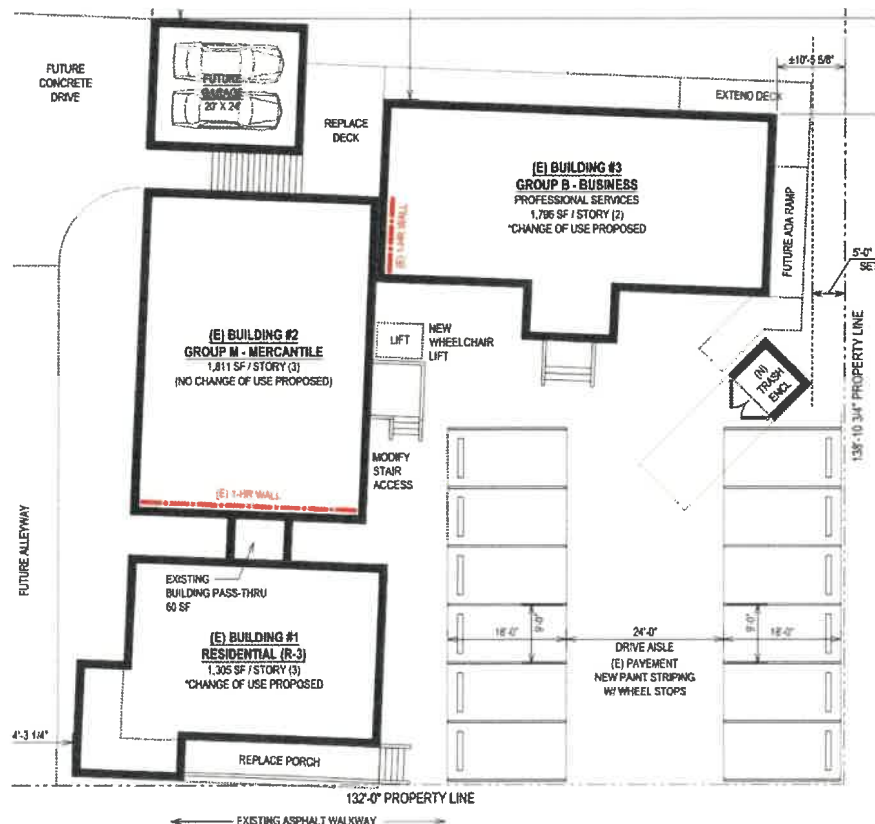
After review and discussion, the Planning Commission recommended the City Council approve the combined Preliminary and Final PUD Overlay Plan with the following conditions:

- A building permit shall be issued prior to any building renovations.
- Driveway apron and alley shall be improved to the City Engineers satisfaction prior to issuance of a certificate of occupancy for the new detached garage.

REVIEW

The following table outlines the existing and proposed use for each of the buildings on the site:

	<u>Building Footprint</u>	<u>Existing Use</u>	<u>Proposed Use</u>
<u>Building 1</u>	<u>1,365 SF</u>	<u>Business (3-story)</u>	<u>Residential (3-story)</u>
<u>Building 2</u>	<u>1,811 SF</u>	<u>Mercantile (3-story)</u>	<u>Mercantile (3-story)</u>
<u>Building 3</u>	<u>1,796 SF</u>	<u>Mercantile (2-story)</u>	<u>Business (2-story)</u>



The applicant is proposing to build a 480 square-foot garage to the east of building two for the future residence in building one. There is an existing alley way on the north side of the property that will need to be repaired and a garage apron installed with a garage building permit being granted. The survey information indicates there is approximately 14 feet from the building to the property line, so space is limited. City Code requires driveway access to have a minimum 5-foot setback from side property lines. The proposed resurfaced alley would encroach in this setback with the property to the north. The PUD Overlay would include this encroachment and no variance is needed. The deck between buildings two and three is proposed to be replaced, as well as the porch for building one. An ADA ramp connecting to a proposed deck extension will be added to the south of building three. The existing parking lot will be restriped, and an 80 square-foot trash enclosure will be added between the parking lot and building three.

Zoning

The parcel is currently zoned C-3 Downtown District. The Comprehensive Plan designates the parcel for Downtown Mixed Use. Commercial and professional service uses are permitted in the C-3 Downtown District.

City Code Section 1230.10 Subd. 2 permits the following in the C-3 Downtown District:

G. Dwelling units are permitted provided:

1. Must be located above the street level in nonresidential structures. **Not met.**

L. Residential uses are permitted provided:

1. The residential use does not compose greater than fifty (50) percent of the ground floor area; **Not met.**
2. Continuous commercial office, retail, or service is retained in at a minimum the front half of the building's first floor abutting public streets; **Not met.**
3. A separate entry is provided for the residential use. If residential entry is from the front of the building access to the residential use shall be through an enclosed corridor;
4. The residential use is not adversely impacted by the adjoining commercial use of odor or noise, or increased traffic generation;
5. Off-street parking is provided for the residential use.

The request does not meet the first two conditions for residential uses. The proposed residence will be 100% of the ground floor area and will completely front 18 3rd Avenue SE. The proposed residence does not meet the dwelling unit condition as the building will solely be a residential use and not contain any non-residential uses such as commercial or service uses. home once completed, not a non-residential structure.

Since the proposed plans do not meet the standards for residential uses in the C-3 Downtown District, a PUD Overlay is requested to be imposed over the property. **The PUD Overlay allows the City to vary from some of the underlying zoning ordinance standards when there are other goals achieved by using the PUD district.** In this case the PUD Overlay will allow deviations from the standards for residential uses in the C-3 Downtown District.

PUD Overlay

City Code Section 1240.02 outlines the purpose of Planned Unit Development Overlay Districts:

- A. Preserve environmentally significant and/or environmentally sensitive areas; and/or
- B. Provide exceptional or unique open space amenities; and/or

C. Achieve land use, housing, Legacy Greenway, and other goals set forth in plans approved by the City Council which may from time to time be amended; and/or
D. Incorporate creative design in the layout of buildings, open space and use of land through such site design approaches/techniques as conservation design, open space design, traditional neighborhood design, and/or low impact development.

As well as Planned Unit Developments that:

A. Are compatible with surrounding land uses and neighborhood character; and,
B. Conform to the goals and policies of the Comprehensive Plan, the Legacy Greenway Concept Plan, trail/sidewalk plans, transportation plans, sub-area plans; and,
C. Support compact and orderly growth of urban development and redevelopment; and,
D. Promote quality development; and,
E. Provide efficiency in the layout and provision of roads, utilities, land use, and other infrastructure.

Public Benefit

Planned Unit Developments must demonstrate at least one public benefit listed in City Code Section 1240.02 Subd. 4. Staff recommends using the following public benefit:

D. The preservation of buildings that are architecturally or historically significant or significantly contribute to the character of the City and/or retaining of scenic vistas or viewsheds that contribute to the character of the community. Such determination as 'significant' or 'contributing to the character of the City' shall be defined by a professional historian, a representative from the State Historic Preservation Office, a representative from MnDOT Cultural Resources Department, or by listing on the National Register of Historic Places.

Staff believes the site contains buildings that significantly contribute to the character of the City. As noted, the ordinance lays out criteria for determining whether the site or structure are historically significant or retaining scenic views by requiring a professional to arrive at that conclusion. In this instance, staff believes the site falls into the category of significant contributions to the character of the City, which is a determination that the City Council should make. The longevity of the property, the existing structures and the various uses proposed allows the owner to economically maintain the property in its current configuration, with suggested upgrades, which is beneficial and desired by the Community. The applicant proposes turning the western building into a residence while maintaining the character of the building and the site overall.

Type of PUD

There are six types of PUD's allowed by City Code:

- PUD Residential Cluster
- PUD Open Space
- PUD Residential Amenity
- **PUD Residential Mixed Use**
- PUD Traditional Neighborhood Design
- PUD Non-Residential Single Use

The proposed PUD closely aligns with Residential Mixed Use but does not meet the ordinance standards. City Code Section 1240.02 Subd. 6. C. states "any type not identified by the City Council as reasonably similar to those expressly allowed". Staff believes the proposed PUD is similar to the PUD Residential Mixed Use zoning. The PUD's recognized in code usually refer to larger developments. Due to the small size and scale of the proposed request, staff recommends council make a finding that the

proposed PUD Overlay is reasonably similar to the PUD's allowed in City Code Section 1240.02 Subd. 6. A.

The proposed changes to the site are primarily focused on the residential component to allow the owner to convert the street side building into a residential home. The site would be mixed use, where the zoning allows for residential components given certain standards that the proposed PUD would alleviate the owner from. Even though the C-3 Zoning district is not a permitted location for a Residential Mixed Use PUD, staff believes the small scale of the request adequately fits with the C-3 zoning designation while being similar to the Residential Mixed Use PUD.

Action

After review and discussion, the City Council may consider a MOTION to approve Resolution 2022-11 approving a combined Preliminary and Final Planned Unit Development Overlay Plan for the "Old Feed Mill" located at 18 3rd Avenue SE that includes the following conditions:

- A building permit shall be issued prior to any building renovations.
- Driveway apron and alley shall be improved to the City Engineers satisfaction prior to issuance of a certificate of occupancy for the new detached garage.

Attachments:

- Site Plan
- Letter of Intent
- Resolution 2022-11



March 17, 2022

CITY OF NORWOOD YOUNG AMERICA
Community and Economic Development
310 Elm Street West
Norwood Young America MN 55368

RE: THE MILL Re-Development

Letter of Intent

This letter of intent serves to describe the proposed improvements of the existing Mill House facility located at 18 Third Street SE in Norwood Young America.

The property has three (3) separate building located on a single platted lot. The buildings have been historically used for mercantile, business, and small assembly type uses. Building A, closest to the adjacent street, contains a basement as well as an upper level, and is also connected to Building B. It was most recently utilized by a florist as a service-orientated business use. Building B was most recently utilized as a mercantile destination with a bistro café and currently contains a commercial kitchen. Building B has a basement and an upper level open the main floor. Building C, furthest from the street, is also connected to Building B and was improved in 2009. It has historically been used for mercantile as well.

Currently, the property is zoned as C-3 Downtown Business District. The specific intent of this district is:

1. To be the focal point for specialty services and goods focusing on neighborhood service-related businesses.
2. To allow for mixed commercial and residential uses since the district offers convenient access to services.
3. To promote pedestrian-friendly design and development and encourage gathering areas.

The new owner of the property would like to maintain the atmosphere and environment currently present in all the buildings and adapt the properties for her own business and residence, as well as provide potential lease space options for other mercantile occupancies. While this intent meets the requirements of the current zoning classification, it will also require a change-of-use for Building A to convert the space into a residential dwelling for the Owner's private residence, and a change-of-use for Building C to convert the space into the Owner's service-orientated business. Therefore, it is proposed to modify the zoning on the property to be governed under a PUD to provide more flexible jurisdictional latitude governing the redevelopment of the Mill property.

In addition to the proposed change-of-uses, improvements proposed on this property will be to repair or replace any currently damaged areas - such as decks and ramps, add a garage in the rear of the property to increase the amount of off-street parking for the businesses and residence, add a trash enclosure for waste removal containment, and address accessibility compliance for individuals with disabilities as required for both mercantile and business-type occupancies.

I trust this clarifies the intent of the development and improvements proposed. If you should have any questions or concerns regarding the improvements, please do not hesitate to contact me at your convenience.

WILKUS ARCHITECTS

Emily K. Borum, Associate AIA
Senior Project Manager
952-843-5040 | ekb@wilkusarch.com

RESOLUTION NO. 2022-11

A RESOLUTION APPROVING A COMBINED PRELIMINARY AND FINAL PLANNED UNIT DEVELOPMENT OVERLAY FOR 18 3rd AVENUE SE

BE IT RESOLVED by the City Council of Norwood Young America, Carver County, Minnesota as follows:

WHEREAS, Erin Allard has applied for a combined Preliminary and Final Planned Unit Development Overlay to allow the western building to be converted into a residential structure and to allow the access alley be constructed entirely in the 5 foot north side yard setback for the property addressed as 18 3rd Avenue SE; and

WHEREAS, the subject parcel is legally defined as Lot 2 and 3, Block 11, Village of Young America, Carver County, Minnesota; and,

WHEREAS, the subject parcel is planned for Downtown Mixed Use under the 2040 Comprehensive Plan; and,

WHEREAS, the subject property is currently zoned C-3 Downtown District where residential uses are permitted with certain conditions which the applicant could not meet but a Planned Unit Development Overlay could allow; and,

WHEREAS, the City of Norwood Young America Planning Commission on April 5, 2022 held a public hearing regarding the proposed Preliminary and Final Planned Unit Development Overlay; and,

WHEREAS, the Planning Commission, after review and discussion, recommended the City Council conditionally approve the combined Preliminary and Final Planned Unit Development Overlay; and,

WHEREAS, the City of Norwood Young America City Council met on April 25, 2022 to consider the combined Preliminary and Final Planned Unit Development Overlay, the Planning Commission's findings, and the Planning Commission recommendation; and,

THEREFORE, BE IT RESOLVED, that the City Council of Norwood Young America, Carver County, Minnesota, hereby makes and adopts the following findings of fact:

1. City Council of Norwood Young America has determined the existing buildings at 18 3rd Avenue SE significantly contribute to the character of the City.
2. Planned Unit Developments must demonstrate a public benefit and the public benefit for the proposed Planned Unit Development Overlay allow for the preservation of buildings

that are architecturally or historically significant or significantly contribute to the character of the City.

3. The proposed Planned Unit Development Overlay is reasonably similar to the type of Planned Unit Development, Residential Mixed Use.

THEREFORE, BE IT FURTHER RESOLVED, that the City Council of Norwood Young America, Carver County, Minnesota, hereby approves a combined Preliminary and Final Planned Unit Development Overlay for 18 3rd Avenue SE subject to the following conditions:

1. Combined Preliminary and Final Planned Unit Development Overlay approval pertains specifically to; the western most building on the site to allow the building to be converted into a residential structure, and; to the access alley on the north side of the property to be constructed entirely in the required 5 foot setback.
2. The Preliminary and Final Planned Unit Development Overlay for 18 3rd Avenue SE, all correspondence, all reports, and all conditions and restrictions placed upon the plan by the City, including but not limited to: its staff, its consultants, the Planning and Zoning Commission, required independent review authorities, and the City Council shall be made apart of this Resolution.
3. A building permit shall be issued prior to any building renovations.
4. Driveway apron and alley shall be improved to the City Engineers satisfaction prior to issuance of a certificate of occupancy for the new detached garage.

Adopted by the City Council this 25th day of April 2022.

Carol Lagergren, Mayor

ATTEST:

Angela Brumbaugh, City Clerk



TO: NYA City Council

FROM: Jared Johnson, Planning Consultant - WSB

DATE: April 25, 2022

SUBJECT: Draft Ordinance 346 Accessory Ground Mounted Solar Systems Discussion

Background

The Planning Commission has been discussing a code amendment to allow accessory ground mounted solar systems in the Business Industrial B-1 and Light Industrial L-1 Districts. Accessory ground mounted solar systems are not allowed in any zoning district under the current code.

At their April 5, 2022 meeting, the Planning Commission was presented with a draft code amendment to allow accessory ground mounted solar systems in the two industrial districts. The purpose of the discussion was to address concerns from their March 1, 2022 meeting regarding the size of the accessory ground mounted solar systems and concerns about aesthetics. Commissioners had noted that solar systems could require a large amount of land on a property and in turn could become the dominant use on the site. Staff conducted additional research regarding this concern and presented the findings below to the Planning Commission:

- The local power company would typically limit the size of a requested accessory ground mounted solar system.
- The power company, in most cases, will only allow a user to generate electricity up to a certain amount – based upon the usage on the site. However, this is variable based upon the use on the site and therefore the potential size of the ground mounted solar system.
- The power company does not allow the site to generate excess power and place it on the grid.
- If the site is a high energy user, the allowed size of an accessory ground mounted solar system would be larger than a lower user. One way to ensure the ground mounted solar is limited in overall size is to set a specific amount of land, ie: 10% or 20% that would be allowed for solar, or another option is to limit the solar array by total square footage.
- It is assumed in most cases the electrical needs of the use will successfully limit the accessory ground mounted solar on site.

It was also noted that the current ordinance before the Commission required any ground mounted solar system to be located in the side or rear yards and not in public views. The Planning Commission discussed the research and the possible impacts of allowing accessory ground mounted solar systems. The current draft ordinance states an interim use permit needs to be issued if a business wanted to place a system within the front or street side corner yards. An interim use permit allows the city to review the location of the system. The Planning Commission concluded that overall, regardless of how big or the placement of the system, ground mounted solar systems would be undesirable from an aesthetic standpoint. They noted that the City is working to improve development in the community through design, architectural and exterior material regulations and allowing a ground mounted solar

system in the Business Industrial or Light Industrial districts would be inconsistent with these goals. The Planning Commission unanimously agreed to not move forward with the draft amendment.

Action

Staff is requesting the City Council discuss the draft amendment and the recommendation from the Planning Commission. If appropriate, the City Council may call for a public hearing to be held at the Planning Commission meeting on June 7, 2022 regarding the draft ordinance as written, they could direct staff to modify the ordinance and then hold a public hearing or direct staff to not move forward with the draft amendment.

Attachments

Example photos

Draft amendment

Example Photos



**CITY OF NORWOOD YOUNG AMERICA
ORDINANCE NO. 346**

AN ORDINANCE AMENDING SECTION 1245.10 OF THE CITY CODE RELATING TO ENERGY SYSTEMS TO PROVIDE FOR GROUND MOUNTED ACCESSORY SOLAR IN THE B-1 BUSINESS INDUSTRIAL DISTRICT AND THE I-1 LIGHT INDUSTRIAL DISTRICT.

- I. THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH, AND WELFARE, HEREBY ORDAINS SECTION 1245.10, SUBD 4(A), RELATING TO PROHIBITED SOLAR ENERGY SYSTEMS SHALL BE AMENDED AS FOLLOWS:**

Subd. 4 Prohibited Solar Energy Systems. The following solar energy systems are prohibited:

- A. Ground mounted solar energy systems, except for accessory ground mounted solar in the B-1 Business Industrial District and I-1 Light Industrial District, subject to Subd. 7 of this Section, as may be amended.

- II. BE IT FURTHER ORDAINED SECTION 1245.10 SHALL BE AMENDED BY ADDING SUBD. 7 AS FOLLOWS:**

Subd. 7 Ground Mounted Solar System As Accessory Uses. Ground mounted accessory solar systems are allowed as accessory uses in the B-1 Business Industrial District and the I-1 Light Industrial District provided:

- A. A maximum of one (1) solar energy system is allowed per lot.
- B. Ground mounted solar energy system components:
1. Shall not exceed the maximum height allowed in the applicable zoning district.
 2. Shall not be located in front of the principal building or in front of the principal building in the street side corner yard, unless an interim use permit is issued.
 3. Shall meet accessory structure setbacks contained in the applicable zoning district.
- C. Ground mounted solar energy system components shall be placed to limit visibility from public rights-of-way provided that minimizing visibility shall still allow the owner to reasonably capture solar energy.
- D. Glare from solar energy systems to adjacent or nearby properties shall be minimized. In the event there is a dispute regarding glare, the City may require the owner of the solar energy system produce a glare study.
- E. Solar energy system annual power output (kWh) shall be no more than one hundred twenty (120) percent of the total energy used by the lot or parcel over the previous year. The City, at its discretion, may allow an array designed to produce more than 120% of the energy

- used provided an interim use permit is issued.
- F. A building permit is required.
 - G. An electrical permit is required.

**III. EFFECTIVE DATE: THIS ORDINANCE IS EFFECTIVE UPON ITS ADOPTION
AND PUBLICATION AS PRESCRIBED BY LAW.**

Adopted by the City of Norwood Young America on the ____ day of ____, 2022.

Attest:

Carol Lagergren, Mayor

Angela Brumbaugh, City Clerk

Adopted:

Published:



TO: Honorable Mayor Lagergren and City Council Members

FROM: Angela Brumbaugh, City Clerk/Treasurer

DATE: April 25, 2022

RE: Approve the State of MN Master Partnership Contract for FY 2023-27

Attached is the Master Partnership Contract between the City and the State. This contract makes it possible for the State and City to provide services and payments to each other. Our current contract expires May 31, 2022.

Recommended Motion:

Motion to approve the Master Partnership contract between the City and the State of Minnesota.

RESOLUTION NO. 2022 – 13

A RESOLUTION APPROVING THE MASTER PARTNERSHIP CONTRACT WITH THE MINNESOTA DEPARTMENT OF TRANSPORTATION

Whereas, The Minnesota Department of Transportation wishes to cooperate closely with local units of government to coordinate the delivery of transportation services and maximize the efficient delivery of such services at all levels of government; and

Whereas, MnDOT and local governments are authorized by Minnesota Statutes sections 471.59, 174.02, and 161.20, to undertake collaborative efforts for the design, construction, maintenance and operation of state and local roads; and

Whereas: the parties wish to be able to respond quickly and efficiently to such opportunities for collaboration, and have determined that having the ability to write “work orders” against a master contract would provide the greatest speed and flexibility in responding to identified needs.

Therefore, be it resolved:

1. That the City of Norwood Young America enter into a Master Partnership Contract with the Minnesota Department of Transportation, a copy of which was before the Council.
2. That the proper City officers are authorized to execute such contract, and any amendments thereto.
3. That the City Engineer or City Administrator is authorized to negotiate work order contracts pursuant to the Master Contract, which work order contracts may provide for payment to or from MnDOT, and that the City Engineer or City Administrator may execute such work order contracts on behalf of the City of Norwood Young America without further approval by this Council.

Adopted by the council this 25th day of April 2022.

Carol Lagergren, Mayor

ATTEST:

Angela Brumbaugh, City Clerk/Treasurer

Metro State Aid
1500 County Road B2, Roseville, MN 55113

651-234-7773
sharon.lemay@state.mn.us

To: Local Agency

Date: April 22, 2022

RE: **Proposed Master Partnership Contract**

Attached is a copy of a proposed master partnership contract between the Minnesota Department of Transportation (Mn/DOT) and your Local Agency.

The Master Partnership Contract provides a framework for Mn/DOT and Local Agencies to provide services and payment to each other. A few MnDOT provided routine services are included in the contract—see Exhibit A-- but all other services require work orders describing costs and scope.

Kindly review the enclosed document and if acceptable, arrange to have it presented to your Council/Board for their approval and execution. Please provide signatures only under the **Local Government** heading.

Also required is a new resolution passed by the Council/Board authorizing its officials to sign and execute the agreement on its behalf. **(Only the named officials may sign the agreement: if anyone else signs in the named official's place, the agreement will not be executed.)**

Please return to me at sharon.lemay@state.mn.us. Please note that no work shall be performed by Mn/DOT personnel until the full execution of the agreement. After execution by Mn/DOT and other State officials, a copy of the agreement will be returned to you.

If you have any questions or require additional information, please feel free to contact me at 651-234-7773. If your local agency will not be executing this contract, please send me an email informing me of this so I can remove you from our list.

Thank You

Sharon LeMay, Metro State Aid

An Equal Opportunity Employer



**STATE OF MINNESOTA
MASTER PARTNERSHIP CONTRACT**

This master contract is between the State of Minnesota, acting through its Commissioner of Transportation in this contract referred to as the “State” and the Norwood Young America City, acting through its City Council, in this contract referred to as the “Other Party.”

Recitals

1. The parties are authorized to enter into this contract pursuant to Minnesota Statutes, §§15.061, 471.59 and 174.02.
2. Minn. Stat. § 161.20, subd. 2, authorizes the Commissioner of Transportation to make arrangements with and cooperate with any governmental authority for the purposes of constructing, maintaining and improving the trunk highway system.
3. Each party to this contract is a “road authority” as defined by Minn. Stat. §160.02, subd. 25.
4. Minn. Stat. § 161.39, subd. 1, authorizes a road authority to perform work for another road authority. Such work may include providing technical and engineering advice, assistance and supervision, surveying, preparing plans for the construction or reconstruction of roadways, and performing roadway maintenance.
5. Minn. Stat. §174.02, subd. 6, authorizes the Commissioner of Transportation to enter into contracts with other governmental entities for research and experimentation; for sharing facilities, equipment, staff, data, or other means of providing transportation-related services; or for other cooperative programs that promote efficiencies in providing governmental services, or that further development of innovation in transportation for the benefit of the citizens of Minnesota.
6. Each party wishes to occasionally purchase services from the other party, which the parties agree will enhance the efficiency of delivering governmental services at all levels. This Master Partnership Contract (MPC) provides a framework for the efficient handling of such requests. This MPC contains terms generally governing the relationship between the parties. When specific services are requested, the parties will (unless otherwise specified) enter into a “Work Order” contracts.
7. After the execution of this MPC, the parties may (but are not required to) enter into “Work Order” contracts. These Work Orders will specify the work to be done, timelines for completion, and compensation to be paid for the specific work.
8. The parties are entering into this MPC to establish terms that will govern all of the Work Orders subsequently issued under the authority of this Contract.

Contract

1. **Term of Master Partnership Contract; Use of Work Order Contracts; Survival of Terms**
 - 1.1. **Effective Date:** This contract will be effective on July 1st, 2022, or upon the date last signed by all State officials as required under Minn. Stat. § 16C.05, subd. 2, whichever occurs last. The Other Party must not begin work under this Contract until ALL required signatures have been obtained and the Other Party has been notified in writing to begin such work by the State’s Authorized Representative.
 - 1.2. **Expiration Date.** This Contract will expire on June 30, 2027.
 - 1.3. **Exhibits.** Exhibit A is attached and incorporated into this agreement.
 - 1.4. **Work Order Contracts.** A work order contract must be negotiated and executed (by both the State and the Other Party) for each particular engagement, except for Technical Services provided by the State to the Other Party as specified in Article 2. The work order contract must specify the detailed scope of work and deliverables for that project. A party must not begin work under a work order until the work order is fully

relocation assistance, but excluding the exercise of the power of eminent domain), geometric layouts, final construction plans, graphic presentations, public relations, and facilitating open houses. A party will normally provide such services with its own personnel; however, a party's professional/technical services may also include hiring and managing outside consultants to perform work provided that a party itself provides active project management for the use of such outside consultants.

- 3.3. **Roadway Maintenance.** A party may provide roadway maintenance upon the request of the other party. Roadway maintenance does not include roadway reconstruction. This work may include but is not limited to snow removal, ditch spraying, roadside mowing, bituminous mill and overlay (only small projects), seal coat, bridge hits, major retaining wall failures, major drainage failures, and message painting. All services must be performed by an employee with sufficient skills, training, expertise or certification to perform such work, and work must be supervised by a qualified employee of the party performing the work.
- 3.4. **Construction Administration.** A party may administer roadway construction projects upon the request of the other party. Roadway construction includes (by way of example and without limitation) the construction, reconstruction, or rehabilitation of mainline, shoulder, median, pedestrian or bicycle pathway, lighting and signal systems, pavement mill and overlays, seal coating, guardrail installation, and channelization. These services may be performed by the Providing Party's own forces, or the Providing Party may administer outside contracts for such work. Construction administration may include letting and awarding construction contracts for such work (including state projects to be completed in conjunction with local projects). All contract administration services must be performed by an employee with sufficient skills, training, expertise or certification to perform such work.
- 3.5. **Emergency Services.** A party may provide aid upon request of the other party in the event of a man-made disaster, natural disaster or other act of God. Emergency services includes all those services as the parties mutually agree are necessary to plan for, prepare for, deal with, and recover from emergency situations. These services include, without limitation, planning, engineering, construction, maintenance, and removal and disposal services related to things such as road closures, traffic control, debris removal, flood protection and mitigation, sign repair, sandbag activities and general cleanup. Work will be performed by an employee with sufficient skills, training, expertise or certification to perform such work, and work must be supervised by a qualified employee of the party performing the work. If it is not feasible to have an executed work order prior to performance of the work, the parties will promptly confer to determine whether work may be commenced without a fully-executed work order in place. If work commences without a fully-executed work order, the parties will follow up with execution of a work order as soon as feasible.
- 3.6. When a need is identified, the State and the Other Party will discuss the proposed work and the resources needed to perform the work. If a party desires to perform such work, the parties will negotiate the specific and detailed work tasks and cost. The State will then prepare a work order contract. Generally, a work order contract will be limited to one specific project/engagement, although "on call" work orders may be prepared for certain types of services, especially for "Technical Services" items as identified section 2.1.. The work order will also identify specific deliverables required, and timeframes for completing work. A work order must be fully executed by the parties prior to work being commenced. The Other Party will not be paid for work performed prior to execution of a work order contract and authorization by the State.

4. Responsibilities of the Providing Party

- 4.1. **Terms Applicable to ALL Work Order Contracts.** The terms in this section 4.1 will apply to ALL work order contracts.
 - 4.1.1. Each work order will identify an Authorized Representative for each party. Each party's authorized representative is responsible for administering the work order, and has the authority to make any decisions regarding the work, and to give and receive any notices required or permitted under this MPC or the work order.
 - 4.1.2. The Providing Party will furnish and assign a publicly employed licensed engineer (Project Engineer), to be in responsible charge of the project(s) and to supervise and direct the work to be performed under each work order contract. For services not requiring an engineer, the Providing Party will

- 4.3.8. The Providing Party may approve minor changes to the Requesting Party's portion of the project work if such changes do not increase the Requesting Party's cost obligation under the applicable work order contract.
- 4.3.9. The Providing Party will not approve any contractor claims for additional compensation without the Requesting Party's written approval, and the execution of a proper amendment to the applicable work order contract when necessary. The Other Party will tender the processing and defense of any such claims to the State upon the State's request.
- 4.3.10. The Other Party must coordinate all trunk highway work affecting any utilities with the State's Utilities Office.
- 4.3.11. The Providing Party must coordinate all necessary detours with the Requesting Party.
- 4.3.12. If the Other Party is the Providing Party, and there is work performed on the trunk highway right-of-way, the following will apply:
 - a. The Other Party will have a permit to perform the work on the trunk highway. The State may revoke this permit if the work is not being performed in a safe, proper and skillful manner, or if the contractor is violating the terms of any law, regulation, or permit applicable to the work. The State will have no liability to the Other Party, or its contractor, if work is suspended or stopped due to any such condition or concern.
 - b. The Other Party will require its contractor to conduct all traffic control in accordance with the Minnesota Manual on Uniform Traffic Control Devices.
 - c. The Other Party will require its contractor to comply with the terms of all permits issued for the project including, but not limited to, National Pollutant Discharge Elimination System (NPDES) and other environmental permits.
 - d. All improvements constructed on the State's right-of-way will become the property of the State.

5. Responsibilities of the Requesting Party

- 5.1. After authorizing the Providing Party to begin work, the Requesting Party will furnish any data or material in its possession relating to the project that may be of use to the Providing Party in performing the work.
- 5.2. All such data furnished to the Providing Party will remain the property of the Requesting Party and will be promptly returned upon the Requesting Party's request or upon the expiration or termination of this contract (subject to data retention requirements of the Minnesota Government Data Practices Act and other applicable law).
- 5.3. The Providing Party will analyze all such data furnished by the Requesting Party. If the Providing Party finds any such data to be incorrect or incomplete, the Providing Party will bring the facts to the attention of the Requesting Party before proceeding with the part of the project affected. The Providing Party will investigate the matter, and if it finds that such data is incorrect or incomplete, it will promptly determine a method for furnishing corrected data. Delay in furnishing data will not be considered justification for an adjustment in compensation.
- 5.4. The State will provide to the Other Party copies of any Trunk Highway fund clauses to be included in the bid solicitation and will provide any required Trunk Highway fund provisions to be included in the Proposal for Highway Construction, that are different from those required for State Aid construction.
- 5.5. The Requesting Party will perform final reviews and inspections of its portion of the project work. If the work is found to have been completed in accordance with the work order contract, the Requesting Party will promptly release any remaining funds due the Providing Party for the Project(s).
- 5.6. The work order contracts may include additional responsibilities to be completed by the Requesting Party.

6. Time

- 6.1. In the performance of project work under a work order contract, time is of the essence.

7. Consideration and Payment

regulations. The Providing Party will not receive payment for work found by the Requesting Party to be unsatisfactory or performed in violation of federal or state law.

9. State's Authorized Representative and Project Manager

- 9.1. The State's Authorized Representative for this master contract is the District State Aid Engineer, who has the responsibility to monitor the State's performance.
- 9.2. The State's Project Manager will be identified in each work order contract.

10. Other Party's Authorized Representative and Project Manager

- 10.1. The Other Party's Authorized Representative for administering this master contract is the Other Party's Engineer, and the Engineer has the responsibility to monitor the Other Party's performance. The Other Party's Authorized Representative is also authorized to execute work order contracts on behalf of the Other Party without approval of each proposed work order contract by its governing body.
- 10.2. The Other Party's Project Manager will be identified in each work order contract.

11. Assignment, Amendments, Waiver, and Contract Complete

- 11.1. **Assignment.** Neither party may assign or transfer any rights or obligations under this MPC or any work order contract without the prior consent of the other and a fully executed Assignment Contract, executed and approved by the same parties who executed and approved this MPC, or their successors in office.
- 11.2. **Amendments.** Any amendment to this master contract or any work order contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original contract, or their successors in office.
- 11.3. **Waiver.** If a party fails to enforce any provision of this master contract or any work order contract, that failure does not waive the provision or the party's right to subsequently enforce it.
- 11.4. **Contract Complete.** This master contract and any work order contract contain all negotiations and contracts between the State and the Other Party. No other understanding regarding this master contract or any work order contract issued hereunder, whether written or oral may be used to bind either party.

12. Liability

- 12.1. Each party will be responsible for its own acts and omissions to the extent provided by law. The Other Party's liability is governed by Minn. Stat. chapter 466 and other applicable law. The State's liability is governed by Minn. Stat. section 3.736 and other applicable law. This clause will not be construed to bar any legal remedies a party may have for the other party's failure to fulfill its obligations under this master contract or any work order contract. Neither party agrees to assume any environmental liability on behalf of the other party. A Providing Party under any work order is acting only as a "Contractor" to the Requesting Party, as the term "Contractor" is defined in Minn. Stat. §115B.03 (subd. 10), and is entitled to the protections afforded to a "Contractor" by the Minnesota Environmental Response and Liability Act. The parties specifically intend that Minn. Stat. §471.59 subd. 1a will apply to any work undertaken under this MPC and any work order issued hereunder.

13. State Audits

- 13.1. Under Minn. Stat. § 16C.05, subd. 5, the party's books, records, documents, and accounting procedures and practices relevant to any work order contract are subject to examination by the parties and by the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this MPC.

14. Government Data Practices and Intellectual Property

- 14.1. **Government Data Practices.** The Other Party and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this MPC and any work order contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Other Party under this MPC and any work order contract. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Other Party or the State.
- 14.2. **Intellectual Property Rights**

- 15.3. **Minn. Stat. § 363A.36.** Minn. Stat. § 363A.36 requires the Contractor to have an affirmative action plan for the employment of minority persons, women, and qualified disabled individuals approved by the Minnesota Commissioner of Human Rights ("Commissioner") as indicated by a certificate of compliance. The law addresses suspension or revocation of a certificate of compliance and contract consequences in that event. A contract awarded without a certificate of compliance may be voided.
- 15.4. **Minn. R. Parts 5000.3400-5000.3600.**
- 15.4.1. **General.** Minn. R. Parts 5000.3400-5000.3600 implement Minn. Stat. § 363A.36. These rules include, but are not limited to, criteria for contents, approval, and implementation of affirmative action plans; procedures for issuing certificates of compliance and criteria for determining a contractor's compliance status; procedures for addressing deficiencies, sanctions, and notice and hearing; annual compliance reports; procedures for compliance review; and contract consequences for non-compliance. The specific criteria for approval or rejection of an affirmative action plan are contained in various provisions of Minn. R. Parts 5000.3400-5000.3600 including, but not limited to, parts 5000.3420-5000.3500 and 5000.3552-5000.3559.
- 15.4.2. **Disabled Workers.** The Contractor must comply with the following affirmative action requirements for disabled workers:
- The Contractor must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The Contractor agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
 - The Contractor agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.
 - In the event of the Contractor's noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with Minn. Stat. Section 363A.36, and the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.
 - The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the commissioner of the Minnesota Department of Human Rights. Such notices must state the Contractor's obligation under the law to take affirmative action to employ and advance in employment qualified disabled employees and applicants for employment, and the rights of applicants and employees.
 - The Contractor must notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the Contractor is bound by the terms of Minn. Stat. Section 363A.36, of the Minnesota Human Rights Act and is committed to take affirmative action to employ and advance in employment physically and mentally disabled persons.
- 15.4.3. **Consequences.** The consequences for the Contractor's failure to implement its affirmative action plan or make a good faith effort to do so include, but are not limited to, suspension or revocation of a certificate of compliance by the Commissioner, refusal by the Commissioner to approve subsequent plans, and termination of all or part of this contract by the Commissioner or the State.
- 15.4.4. **Certification.** The Contractor hereby certifies that it is in compliance with the requirements of Minn. Stat. § 363A.36 and Minn. R. Parts 5000.3400-5000.3600 and is aware of the consequences for noncompliance.

16. Workers' Compensation

the Other Party and the State will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

- 21.3. **Termination for Insufficient Funding.** The State may immediately terminate or suspend this MPC and any work order contract if it does not obtain funding from the Minnesota legislature or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination or suspension must be by written or fax notice to the Other Party. The State is not obligated to pay for any services that are provided after notice and effective date of termination or suspension. However, the Other Party will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the master contract or work order is terminated because of the decision of the Minnesota legislature or other funding source, not to appropriate funds. The State must provide the Other Party notice of the lack of funding within a reasonable time of the State's receiving that notice.

22. Data Disclosure

- 22.1. Under Minn. Stat. §270C.65, subd. 3, and other applicable law, the Other Party consents to disclosure of its federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Other Party to file state tax returns and pay delinquent state tax liabilities, if any.

23. Defense of Claims and Lawsuits

- 23.1. If any lawsuit or claim is filed by a third party (including but not limited to the Other Party's contractors and subcontractors), arising out of trunk highway work performed pursuant to a valid work order issued under this MPC, the Other Party will, at the discretion of and upon the request of the State, tender the defense of such claims to the State or allow the State to participate in the defense of such claims. The Other Party will, however, be solely responsible for defending any lawsuit or claim, or any portion thereof, when the claim or cause of action asserted is based on its own acts or omissions in performing or supervising the work. The Other Party will not purport to represent the State in any litigation, settlement, or alternative dispute resolution process. The State will not be responsible for any judgment entered against the Other Party, and will not be bound by the terms of any settlement entered into by the Other Party except with the written approval of the Attorney General and the Commissioner of Transportation and pursuant to applicable law.

24. Additional Provisions

- 24.1. NONE

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Master Partnership Contract Program FY 2023-2027

Source Code	Title	Description
1735	Bituminous Plant Inspection	Performing QA/QC physical testing at the plant; sampling and transporting of materials from the plant to the lab for lab testing, plant reviews, and operations; investigating plant discrepancies; and other technical services in the plant or office associated with bituminous plant inspection.
2830	Bridge Bearing Assemblies	All tasks related to the repair and maintenance of fixed or expansion-bearing assemblies on bridges. Includes related traffic
2819	Bridge Curb, Walk And Railing	Repairing and maintaining bridge curb, walk, rail, coping, and fencing connected to the rail. Includes glare screen and median barriers on bridges. Includes related traffic control.
2820	Bridge Deck	Work associated with bridge deck and slab repair regardless of removal depth or type of material used for patching. Includes deck or slab overlays and replacements and underside deck delamination. Includes related traffic control.
2838	Bridge Deck Crack Sealing	All tasks related to deck crack sealing. Includes related traffic control.
2827	Bridge Expansion, Relief Joints	All maintenance tasks associated with bridge expansion joints, except joint reestablishment. Includes tightening expansion device bolts and replacing seal glands. Includes related traffic control.
2855	Bridge Inspection Direct Support	Activities that support bridge inspection, but are not direct production (i.e., leadership, technical, administrative assistance. All bridge inspection tasks for non-MnDOT bridges funded by the federal Fracture-Critical Bridge Program (Project Code will begin with TSL and with the local bridge number). Includes related inspection reports. For MnDOT Trunk Highway bridges (Project Code begins with TSO followed by the bridge number) and local and Department of Natural Resources (DNR) (bridge number begins with 9A follow by bridge number) bridge inspections to be billed to the local government or Department of Natural Resources (DNR) use Source Code 2824.
2828	Bridge Inspection-Federal Fund	All tasks related to inventory, inspection, and load capacity rating work done on trunk highway bridges to meet the requirements of the National Bridge Inspection System and/or Minnesota Bridge Safety Inspection Program or for billing to local governments. Includes related inspection reports and deck condition surveys.
2824	Bridge Inspection-Non-Federal	Use for tasks related to the Bridge Management System, including operations, administration, or data entry.
1421	Bridge Management System Operation/Administration/Data	All tasks associated with resealing bridge construction joints. Includes related traffic control. Related source type codes: Activities that support bridge inspection, but are not direct production (i.e., leadership, technical, administrative assistance).
2847	Bridge Poured/ Relief Joint Seal	All tasks to repair any bridge component above the bridge seat that is not included in other source codes. Includes repairs to all types of bridge superstructure elements such as girders, beams, floor beams, trusses, stringers, t-beams, precast channels, and box girders. Includes related traffic control.
2829	Bridge Superstructure	Maintaining, watering, trimming, and removing highway right of way tree and brush. Includes chipping of tree limbs and stump removal/grinding. Includes related traffic control.
2316	Brush & Tree Removal	All expenses of business/office managers for general management and administration of support functions. Includes administering central facilities maintenance and facilities capital budgets.
0032	Business Unit Management	Use for frequency coordination done with APCO, AASHTO or FCCA.
3000	Class Of Frequency Coordination	

Source Code	Title	Description
1875	Locate One Call	Finding and marking locations of buried conduit, cables, hand holes, loops, etc. in order to maintain or repair the traffic management system, signal systems, or roadway lighting systems.
1732	Material Testing & Inspection	Performing construction phase and research physical and chemical laboratory testing, and related technical services in the districts and central labs, and for performing research and construction phase non-destructive testing materials surveys, and related technical services in the field and offices. Includes detour surveys. Non-destructive tests include, skid resistance and falling weight deflectometer (FWD) testing.
2660	Misc Revenue	Used only by Office of Financial Management for billing and deposit transactions and to record payments to the department for gravel sold to contractors and others.
2822	Miscellaneous Bridge Maintenance	Miscellaneous maintenance tasks performed on a specific bridge or structure not covered by other source codes. Includes work on items such as stairways, drains, fencing, light bases, transient guards, and access doors. Includes transient removal, ordering materials, and picking up equipment. Includes related traffic control.
3049	On Call Electronic Communications Infrastructure Maintenance	To be used by Statewide Radio Communications personnel to record on-call time.
2142	Overhead Sign Panel Maintenance	Work related to the repair and replacement of overhead sign panels, extruded sign panels mounted on I-beams, and overhead sign structures. Includes related cable locates and traffic control. Does not include structural work.
2102	Patching	Related source type codes: 2103-Heavy patching, 2104-Bituminous paving, 2105-Blow patching
1520	Pavement Management System	For tasks related to the operation of the pavement management system, including development and maintenance/technical support. Includes tasks to meet needs external to MnDOT.
2406	Plowing & Material Application	Shoulder to shoulder snow removal operation, winging back, snow blowing drifts, and the application of de-icing chemicals using mobile equipment. Includes changing cutting edges during event and related traffic control.
3005	Radio - Mobile Equipment	Use for the repair and preventative maintenance of all equipment associated with wireless two-way radio communications systems (includes mobile radios, portable radios, base stations, console workstations, recorders, etc.). Non-MnDOT equipment - Must use Project number assigned to requesting agency (State Patrol, DNR, BCA, Fire Marshall). See OSRC Project Code list.
3027	Radio Programming	Creating or modifying radio frequency programs and programming mobile and portable radios. Does not include mobile radios used as fixed base radios as part of the Inter-OP System (Use 3009).
3002	Radio/Electronic Infrastructure	Use for the repair and preventative maintenance of all equipment associated with wireless two-way radio communications systems (includes mobile radios, portable radios, base stations, console workstations, recorders, etc.). Non-MnDOT equipment - Must use Project number assigned to requesting agency; Department of Public Safety (DPS) includes State Patrol (SP) Bureau of Criminal Apprehension (BCA), Fire Marshall); does not include Department of Natural Resources (DNR). See OSRC Project
3007	Radio/Electronic System Engineering	Use for design of microwave, radio and miscellaneous electronic systems.
3009	Radio/Electronic System Upgrade & Installation	Use for the installation and other services needed to provide major system upgrades or improvements to wireless or electronic systems. Use for all work performed to correct or repair deficiencies found in a new installation.
1716	Record Sampling	Used by Materials and Research Section and district materials staff to verify inspector" sampling and testing procedures and checking inspectors' equipment during project construction as required by FHWA. Use when performing field tests on split sample.

Source Code	Title	Description
1513	Traffic Management System (TMS) Integration	For tasks associated with the incorporation of new and existing TMS devices (cameras, loops, DMS, and other ITS devices) into existing infrastructure to ensure proper operation. Use with the Construction/Program Delivery Appropriation.
1500	Traffic Mgt System Maintenance	Used by staff to maintain various Intelligent Transportation System (ITS) devices such as dynamic message signs, ramp meters, cameras, detection, cables, RICWS, video wall monitors, switches, routers or modems. Used to record all costs for maintenance activities related to traffic management fiber optics. Not to be used for Lighting or Traffic Signal maintenance.
1721	Traffic Sign Work Orders	Use for work involved in preparing work orders for traffic signs. Use only with Maintenance Operations appropriation (T790081).
2863	Traffic Signal Inspection	Work related to cyclical structural and electrical inspection and preventive maintenance checks of traffic signal systems/structures. Includes labor, equipment, materials, and traffic control.
1870	Traffic Signal Maintenance	Work related to the structural repair and replacement of traffic signal system structures and all electrical maintenance for traffic signal systems including electrical power, labor, equipment materials, GSOC locates, traffic control and responses to public inquiries.
2834	Waterway Maintenance	All tasks related to waterway maintenance for deck bridges. Includes debris removal, waterway cleanup, channel repair, and channel protection repair that is not part of slope protection. Includes related traffic control.



**Hwy 212 Project Cologne to Norwood Young America
Public Open House
Tuesday, May 3 from 4:30 – 6:30 p.m.
Cologne Community Center
(1211 Village Pkwy, Cologne, MN 55322)**

Carver County, in partnership with Benton Township, the Cities of Norwood Young America and Cologne, and MnDOT are working together to identify and implement transportation system improvements to Highway 212 from Cologne to Norwood Young America. The overall objective of the project includes approximately 5-miles of safety and capacity improvements along Highway 212 between Highway 34 on east side of the City of Norwood Young America to Highway 36 on the west side of the City of Cologne.

Project partners are hosting a public meeting to share project updates and alignment alternatives for the recommended reconstruction and expansion of Highway 212 from a two-lane undivided to a four-lane divided highway. Community members are invited to attend the public open house on Tuesday, May 3 from 4:30 – 6:30 p.m. at the Cologne Community Center (1211 Village Pkwy, Cologne, MN 55322).

You can learn more about the TH 212 Benton Township Project and view materials from the May 3 open house after the event by visiting the project website: co.carver.mn.us/hwy212projectbenton

To share comments or questions, please email Deputy County Engineer Darin Mielke, at hwy212project@co.carver.mn.us or by phone at (952) 466-5321. The public can also visit the project website to share comments or questions.



TO: Mayor Lagergren and Council Members

FROM: Alicia Menzel, Accounting Clerk

DATE: April 25, 2022

RE: Rental Dwelling Licenses

The City of Norwood Young America requires property owners to renew their rental dwelling licenses every three years with the last licenses expiring December 31, 2021. Currently the city has ninety-two rental properties and all but six have renewed their licenses.

Out of those six, three have filled out the paperwork and paid the fee but we are waiting on an inspection, one is vacant and being remodeled, and two have been sold to new owners. According to the City Code rental dwelling licenses do not transfer when the property sells so they have to go through the application and inspection process again.

Proposed Action:

Discussion only.

Norwood Young America